



Introduction to ARIMS

Records Management and Declassification Agency

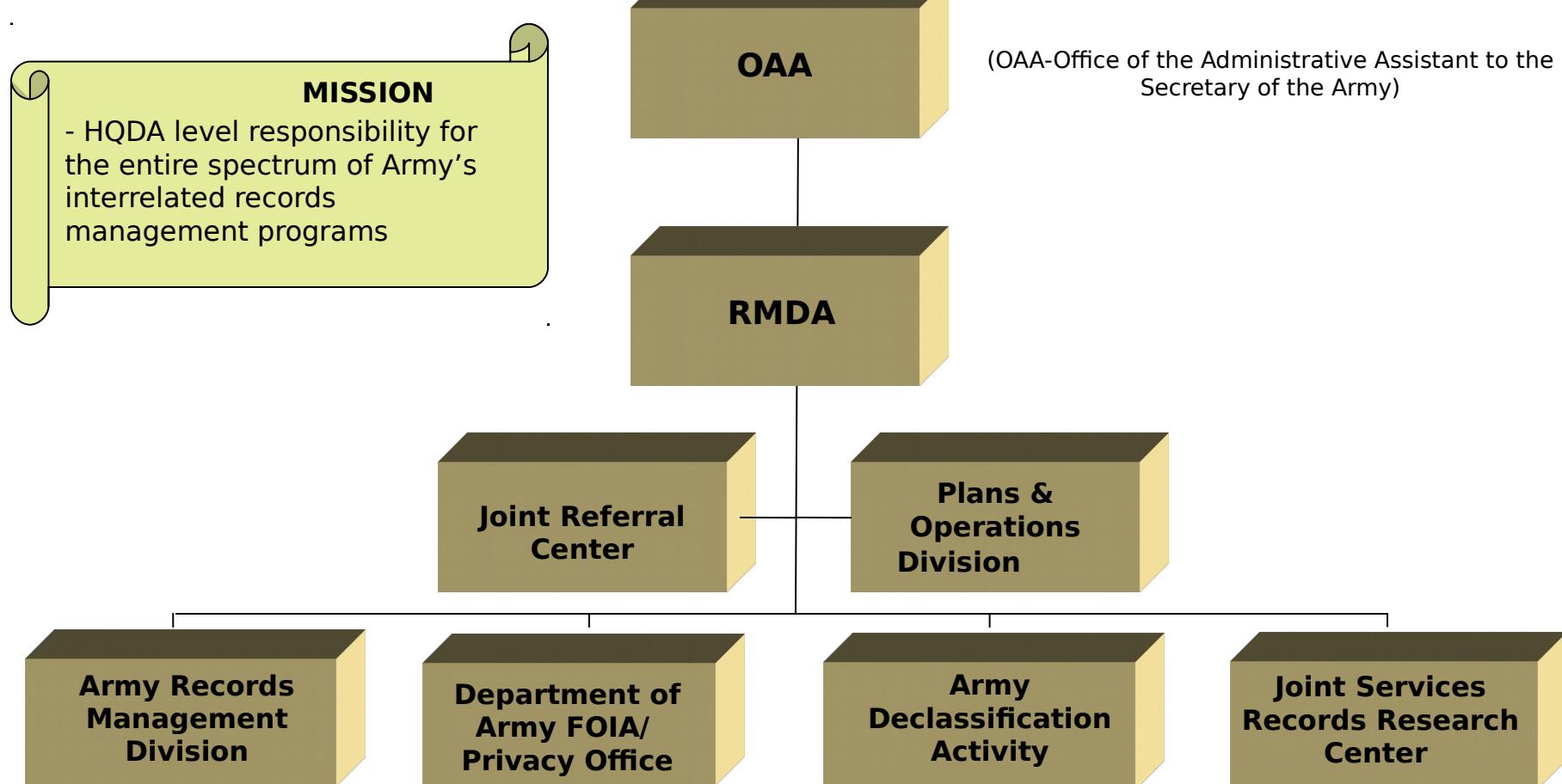


Course Outline

- Army Consolidated Records Schedule (ACRS)
- Creating an Office Records List (ORL)
- Creating Folders
- Bulk Archive Tool (BAT)
- Army Electronic Archive (AEA)
- Practical Exercise on the ARIMS Website



RMDA Organization Chart





Army Records Branch Mission

Provide **oversight** and create **policy** for the Army's record management program.

Establish **programs** for records collection and preservation.

Operate and sustain the **ARIMS website** and the **Army Electronic Archive (AEA)**.



Federal Statutes

Records Management By Federal Agencies:

By law, it is required for Army organizations to maintain and preserve official records and to dispose when no longer needed. (**Title 44 USC Chapter 31 and 36 CFR Subchapter B**)

This training will give an overview of regulatory requirements and Records Management concepts and responsibilities.





Importance of Records Management to the Army

- **Protects** the rights and interests of the Army and its employees
- **Sustains** the Army's business process
- **Supports** Soldiers with documentation to validate health-related claims (e.g., PTSD)
- **Documents** the Army's history and provides Lessons Learned
- **Responds** to official requests for information from the public, Congress and the media
- **Complies** with Federal records laws (44 USC and 36 CFR)



Records Management Roles

Records Administrator (RA)

Administers records program at the ACOM, ASCC or DRU level



Records Manager (RM)

Administers records program throughout their command/garrison/organization



Records Holding Area Manager (RHAM)

Manages and directs the operations of an RHA facility



Records Coordinator (RC)

Creates and manages ORLs at the unit level and is the liaison to the RM



Action Officer (AO)

Receives, creates, and manages records within the office



What is ARIMS?

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

ARIMS major components include:

- Army Consolidated Records Schedule (ACRS)
- ORLs and Folders
- Bulk Archive Tool (BAT): Upload electronic records to AEA
- Army Electronic Archive (AEA)



Record Attributes

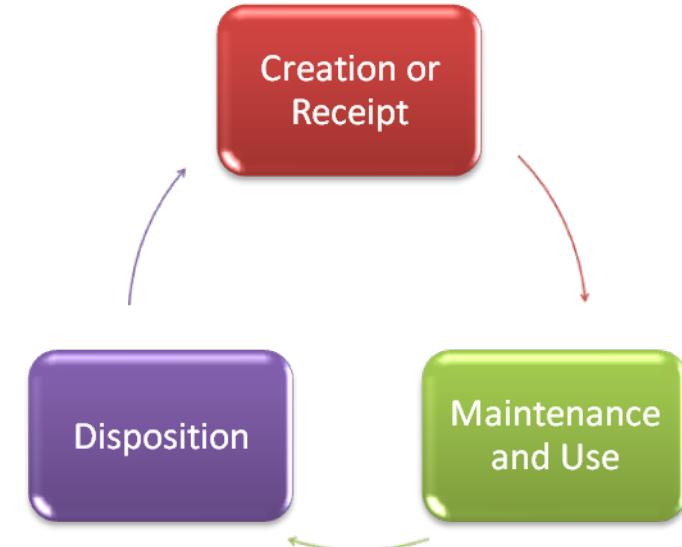
- Documentary materials.
 - Paper – books, memos, forms, reports, maps, etc.
 - Electronic – emails, databases, spreadsheets
 - Audiovisual, Photographic, Video, Film
- Made or received by an agency of the government, used to conduct business, and is worthy of preservation
- Contains information on agency policies, functions, decisions, activities, operations, etc.



Record Attributes (cont.)

- Two categories of records:
 - Permanent (2-5 % of all records)
 - Temporary
 - Short term = Less than 6 years
 - Long term = Greater than 6 years
- Managed by cutoff dates
 - Fiscal Year (FY)
 - Calendar Year (CY)
 - Event Driven
- Have a lifecycle: Creation-Maintenance-Disposition

Disposition: Actions taken with records that are no longer required to conduct agency business.





Is Email a Federal Record?

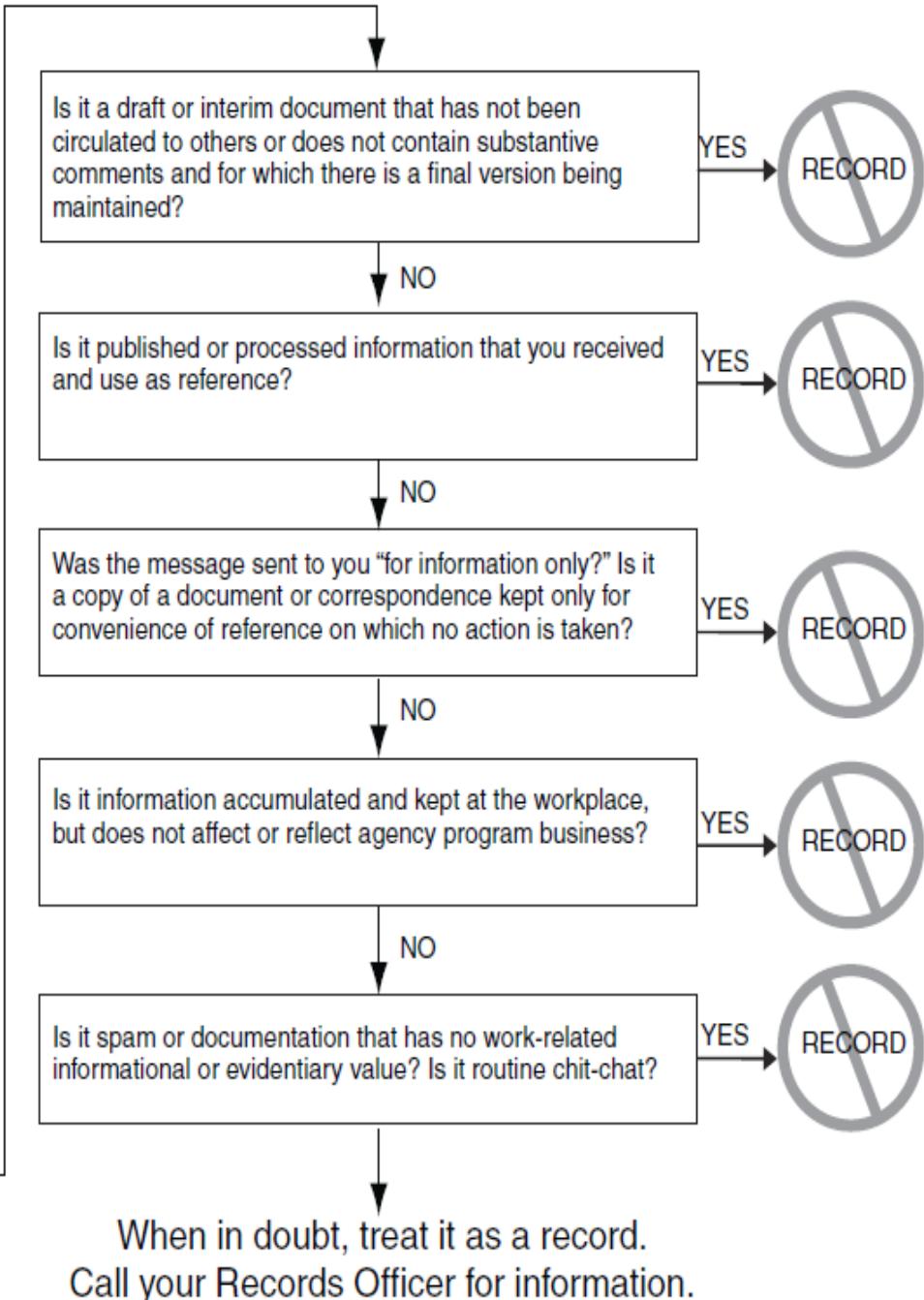
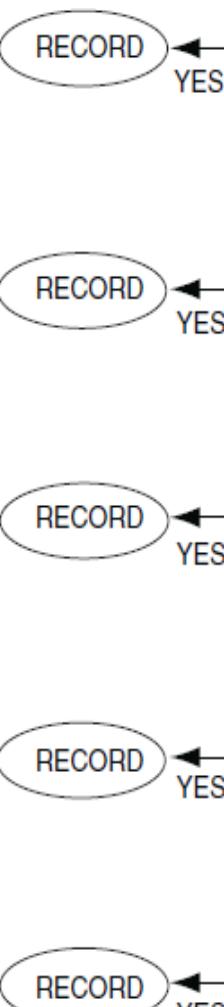
YES!!! *Maybe*



E-Mail messages are official records when they are created or received in the transaction of public/official business and are worthy of preservation.

Is It a Record?

E-mail message





Office of the Administrative Assistant to the Secretary of the Army

www.oaa.army.mil

Army Consolidated Records Schedule (ACRS)

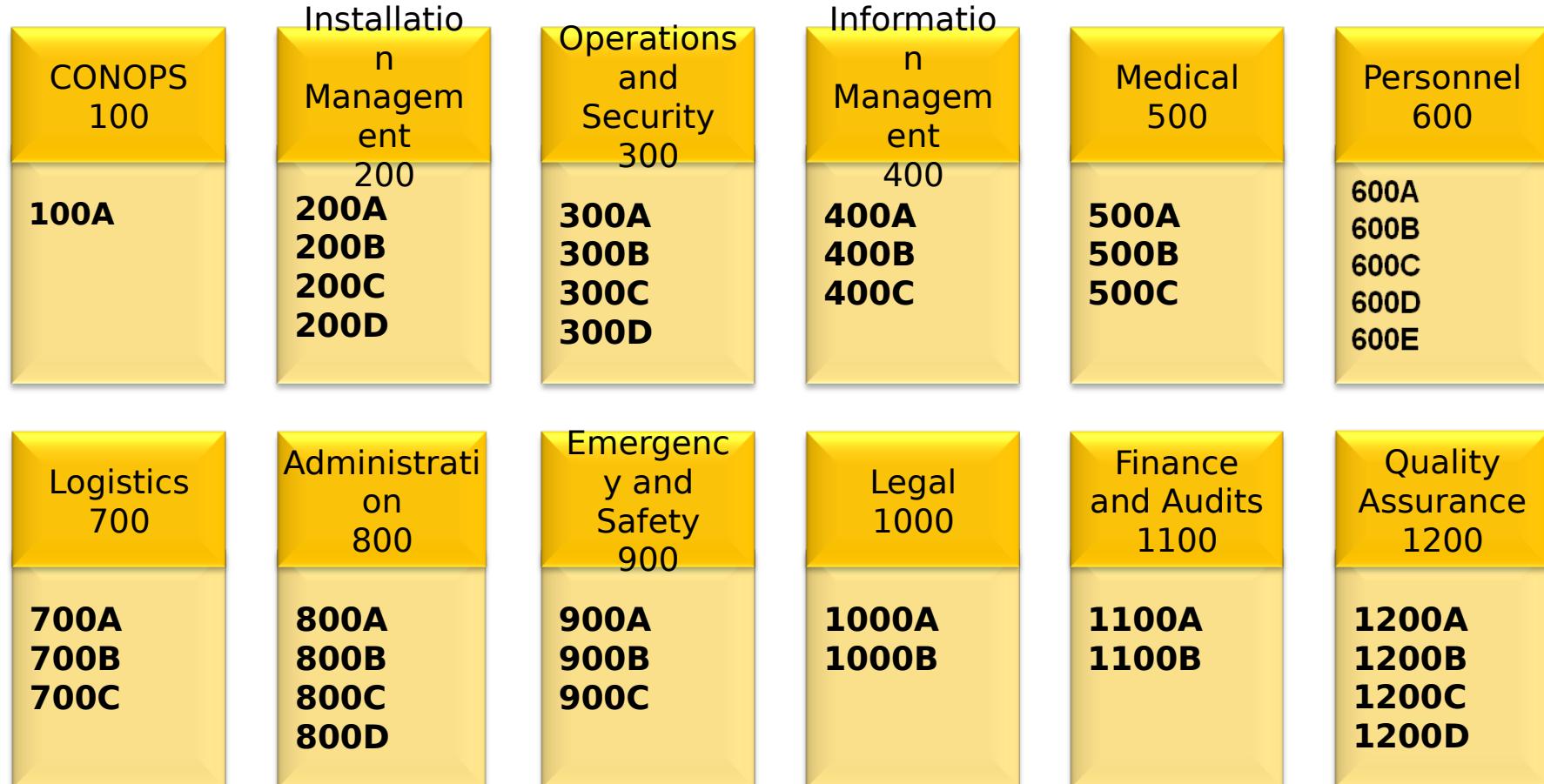


Legacy Structure (RRS-A)

- 117 categories
- 6000+ record numbers (RNs)
- 6 disposition types: Keep (K), Transfer (T), Permanent (P), Unscheduled (U), Superseded (S), Rescinded (R)



ACRS “Big Buckets” Structure





ACRS Retention Periods

Medical 500

500A General Medical Files

0-6:
Inpatient records
Medical Supplies
Death Records

6+:
Malpractice cases
Practitioner credentialing
Outpatient

Permanent:
Command Health
Epidemic disease report
Health hazard assessment

500B Dental

0-6:
Worksheets & tabulations
Dental reports

6+:
General Correspondence
Dental files (Army-wide)
Dental health records

Permanent:
Currently not used

500C Medical Specialty Clinics

0-6:
Hospital food supplies
X-Ray files
NATO treatment records

6+:
Radiation oncology films
DNA registry files

Permanent:
Currently not used



Key Changes

LEGACY	ACRS
6000+ record numbers in 117 categories	112 consolidated instructions in 12 categories
RRS-A: Basic & advanced searches	Single search due to fewer record numbers
Disposition codes: K, T, P, U, S, & R	Retentions periods: 0-6, 6+, & permanent
ORL: 20-30 record numbers	ORL: 4-5 record numbers



Key Changes (cont.)

- RRS-A Crosswalk Conversion Table
 - Quick reference
 - Detailed reference (type in old record number)
- Creating Folders
 - Use RRS-A
 - “Other Retention Period” option to define disposition
 - Privacy Act (PA) indicator
 - Calendar or fiscal year indicator
 - Event-driven indicator with text box for description of event.
- Master Index Search Options
 - Normal search by: subject, keyword, record number, etc.
 - 2011 and earlier criteria
 - 2012 and later criteria
 - 2011 + 2012 criteria

https://train.arims.army.mil/ARMS/RRSA/QuickReferenceXWalk

Quick Reference-CrossWalk

HOME SEARCH UPLOAD ORLs & FOLDERS MANAGE MY ACCOUNT HELP ADMIN REPORTS

SEARCH > SEARCH CROSSWALK > QUICK REFERENCE-CROSSWALK

Search ACRS

Search Crosswalk

Search for Records

Admin Search

List / Export

QUICK REFERENCE-CROSSWALK

Quick Reference-Cross

Record Series 100: Conti

Record Series 200: Insta

Record Series 300: Secur

Record Series 400: Infor

Record Series 500: Medic

Record Series 600: Perso

Record Series 700: Logis

Record Series 800: Administrati

800A Heraldic and Historical Activities

0-6

840 840-10a2 870 870-20a 870-5e 870-5g 870-5h

6+

Users can locate and view current record series/sub-series and old records numbers.

Record Instruction Details - Windows Internet Explorer

RECORD INSTRUCTION DETAILS

To print Record Instruction Details, change your print preferences to print by Landscape.

Record Category	HERALDIC ACTIVITIES
Category Description	These records concern authority for, description, display, and use of flags, guidons, tabards, and automobile plates by Army organizations and personnel.
Record Number	840-10b
Record Title	Heraldic manufacturing drawings -Office having Army-wide responsibility
Record Description	Original manufacturing drawings on linen cloth used in the development of heraldic items for the Armed Forces and other Government departments and agencies. Included are drawings pertaining to flags, streamers, coats of arms, insignia, seals, and other symbolic items.
Record Type	Transfer
Disposition	PERMANENT. TP. In coordination with HQDA (DAPE-ZXI), offer to the National Archives when no longer required for on-site reference by the Institute of Heraldry.
Disposition Authority	NC1-AU-77-171
Additional Disposition Authority	None
Prescribing Directives	840-10.
Privacy Act Number	NA
Permanent Record	Yes
Event Driven	No

https://train.arims.army.mil/ARIMS/RRSA/BucketsXWalk.aspx

Detailed Reference-Crosswalk

FAVORITES

Search ACRS

DETAILED REFERENCE-CROSSWALK

Search Crosswalk

Search for Records

Admin Search

List / Export

Quick Reference-Crosswalk | Detailed Reference-Crosswalk

Old Record Number: 1a *

Get Crosswalk

View Instruction

-- OR --

Prescribing Directive: *

Get Crosswalk

-- OR --

Record Series:

Sub-series:

Duration: ?

Get Crosswalk

800D: Administration and Housekeeping

Retention Period/Disposition Record Description

0-6

Maintain records from creation to no longer needed for business or no longer than 6 years. Records should be maintained in accordance agency business rules.

Program and budget guidance, operation budgets, operating agency 5-year programming files, DA program: development, planning (other than DA office responsible) and budget files

Civilian personnel time and attendance files: Time and

https://train.arims.army.mil/ARMS/RRSA/BucketsXWalk.aspx

Detailed Reference-Crossw...

FAVORITES

Search ACRS

DETAILED REFERENCE-CROSSWALK

Search Crosswalk

Search for Records

Quick Reference-Crosswalk | Detailed Reference-Crosswalk

Old Record Number: 1a *

Get Crosswalk

View Instruction

RECORD INSTRUCTION DETAILS

To print Record Instruction Details, change your print preferences to print by Landscape.

Record Category: HOUSEKEEPING FILES

Category Description: These files relate to the housekeeping operations within any office in the Army. They do not relate to the functions or mission of an office. These files accumulate because of the daily administration of an office and its personnel. Housekeeping files must be maintained separately from files documenting the functions or mission of an office. These files may be kept decentralized in each office, centralized in one office, or a mixture of both depending on what is best for each activity.

Record Number: 1a

Record Title: Office Records List

Record Description: Approved lists of records numbers for records created by the office.

Record Type: Keep

Disposition: KEN. Event is when superseded or obsolete. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

Disposition Authority: NN-166-204

Additional Disposition Authority: None

Prescribing Directives: None

Privacy Act:

Get Crosswalk

View Instruction

RECORD INSTRUCTION DETAILS

Record Category: HOUSEKEEPING FILES

Record Title: Office Records List

Record Type: Keep

Duration: 0

Permanent Record: No

Event Driven: Yes

Privacy Act Number: NA

Record Number: 1a

Date Added: 12/15/2010 9:00:32 AM

RECORD INSTRUCTION DETAILS

To print Record Instruction Details, change your print preferences to print by Landscape.

Record Category	HERALDIC ACTIVITIES
Category Description	These records concern authority for, description, display, and use of flags, guidons, tabards, and automobile plates by Army organizations and personnel.
Record Number	840
Record Title	General heraldic activities correspondence files
Record Description	Routine comments on regulations, directives, or other publications submitted to office with chief responsibility; routine or general requests for information and replies; reference copies of records maintained by action officers and offices of record; informal reports with related information; general recommendations and suggestions with all types of transmittals; information received requiring no action; cards, listings, indexes, or other items which are created solely to facilitate or control work; and other transactions of a general, routine, and administrative nature. (This does not include instruction files. See file numbers 25-30l1, 25-30l2, 25-30q1 or 25-30q2.)
Record Type	Keep
Disposition	KEN. Event is 2 years after cutoff on action documents or when no longer needed for current operations for non-action documents; whichever applies. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.
Disposition Authority	N1-AU-02-22

XALK

Detailed Reference-Crosswalk

Number: 1a *

Crosswalk

-- OR --

Number: *

-- OR --

Record Series: 800 - Administration

Sub-series: 800A - Heraldic and Historical Activities

Duration: 0-6

Rec. Category	Record Title	Record Type	Duration	Permanent Record	Event Driven	Privacy Act Number	Record Number
HERALDIC ACTIVITIES	General heraldic activities correspondence files	Keep	0	No	Yes	NA	840
HERALDIC ACTIVITIES	Heraldic items - Offices other than office having Army-wide responsibility	Keep	2	No	No	NA	840-10a2
HISTORICAL	General historical activities	Keep	0	No	Yes	NA	870

Note: The following character restrictions apply to electronic folder names if they will be used in the SharePoint System. ~ # % & . < > ? / \ { | }. Additionally, the name cannot begin or end with a dot and cannot contain consecutive dots.

US AHS - W313AA

Office Symbol:

Office Records List:

Record Series:

Sub-series:

Duration:

Other Retention Period:

Event Driven:

Event Description:

Names of New Folders:

User can create labels using the old RRS-A information for hardcopy records.

Record:

part:

Privacy Act:

Calendar Year or Fiscal Year?

RMDA Admin

Rec. Category	Record Title	Record Type	Duration	Permanent Record	Event Driven	Privacy Act Number	Record Number
Select...	ADMINISTRATION	General administration correspondence files	Keep	2	No	Yes	1
Select...	HOUSEKEEPING FILES	Office Records List	Keep	6	No	Yes	1a
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights.	Transfer	1	No	Yes	OPM GOVT-1 OPM GOVT-2 1aa1
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee transferred	Transfer	1	No	No	OPM GOVT-1, OPM GOVT-2 1aa2
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee is separated	Transfer	1	No	Yes	OPM GOVT-1 OPM GOVT-2 1aa3
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records - Current employee	Keep	1	No	Yes	OPM GOVT-1, OPM GOVT-2 1aa4
Select...	HOUSEKEEPING FILES	Office general management	Keep	6	No	No	1b
Select...	HOUSEKEEPING FILES	Office job descriptions	Keep	6	No	Yes	1bb
Select...	HOUSEKEEPING FILES	Office inspections and surveys	Keep	6	No	Yes	1c
Select...	HOUSEKEEPING FILES	Office separations for military service (Superseded; use RN 1cc1 or 1cc2, whichever applies)	Superseded	0	No	No	1cc
Select...	HOUSEKEEPING FILES	Office separations for military service - employee restored	Keep	1	No	Yes	OPM GOVT-1 1cc1
Select...	HOUSEKEEPING FILES	Office separations for military service - Employee not restored	Keep	6	No	Yes	OPM GOVT-1 1cc2
Select...	HOUSEKEEPING FILES	Duty reports	Keep	0.5	No	No	1d
Select...	HOUSEKEEPING FILES	Office pending requests	Keep	6	No	Yes	OPM GOVT-1, OPM GOVT-2, OPM GVT-3, DPR-34, A00690-200DAPE 1dd
Select...	HOUSEKEEPING FILES	Housekeeping instructions	Keep	6	No	Yes	1e
Select...	HOUSEKEEPING FILES	Duty rosters	Keep	6	No	No	1ee
Select...	HOUSEKEEPING FILES	Office organization files	Keep	6	No	No	1f
Select...	HOUSEKEEPING FILES	Office standards of conduct files	Keep	1	No	Yes	A0001bAHC, OPM/GOVT-1 1ff

Cancel

Record Media Type: What's this?

All Records Electronic Records Hardcopy Records

Search In: Folder Document Subject: All of the words entered 

Keyword(s): Housekeeping All of the words entered 

Record Number:

Special Collection:

Vital Records: No
 Yes

Date Submitted Range: through: (mm/dd/yyyy)

2011 & Earlier Criteria 

Record Instruction Category: 708 - CATALOGING OF SUPPLIES AND EQUIPMENT 

Record Instruction Title: All of the words entered 

Record Type: **What's this?** Event Calendar Permanent Time Based All

Privacy Act Number:

Disposition Authority:

Prescribing Directive:

2012+ Criteria 

Record Series: 800 - Administration 

Sub-series: 800A - Heraldic and Historical Activities 

Duration: 6+ 

Privacy Act Number: NA Yes



Unchanged Processes

- Creating ORLs
 - From scratch
 - By copy
 - From Library
- Printing Labels for Hardcopy Records
 - 6+ and permanent continue to print barcodes
- Transferring Records
 - 0-6 remain in CFA
 - 6+ and permanent are transferred to AEA, RHA, FRC, or NARA



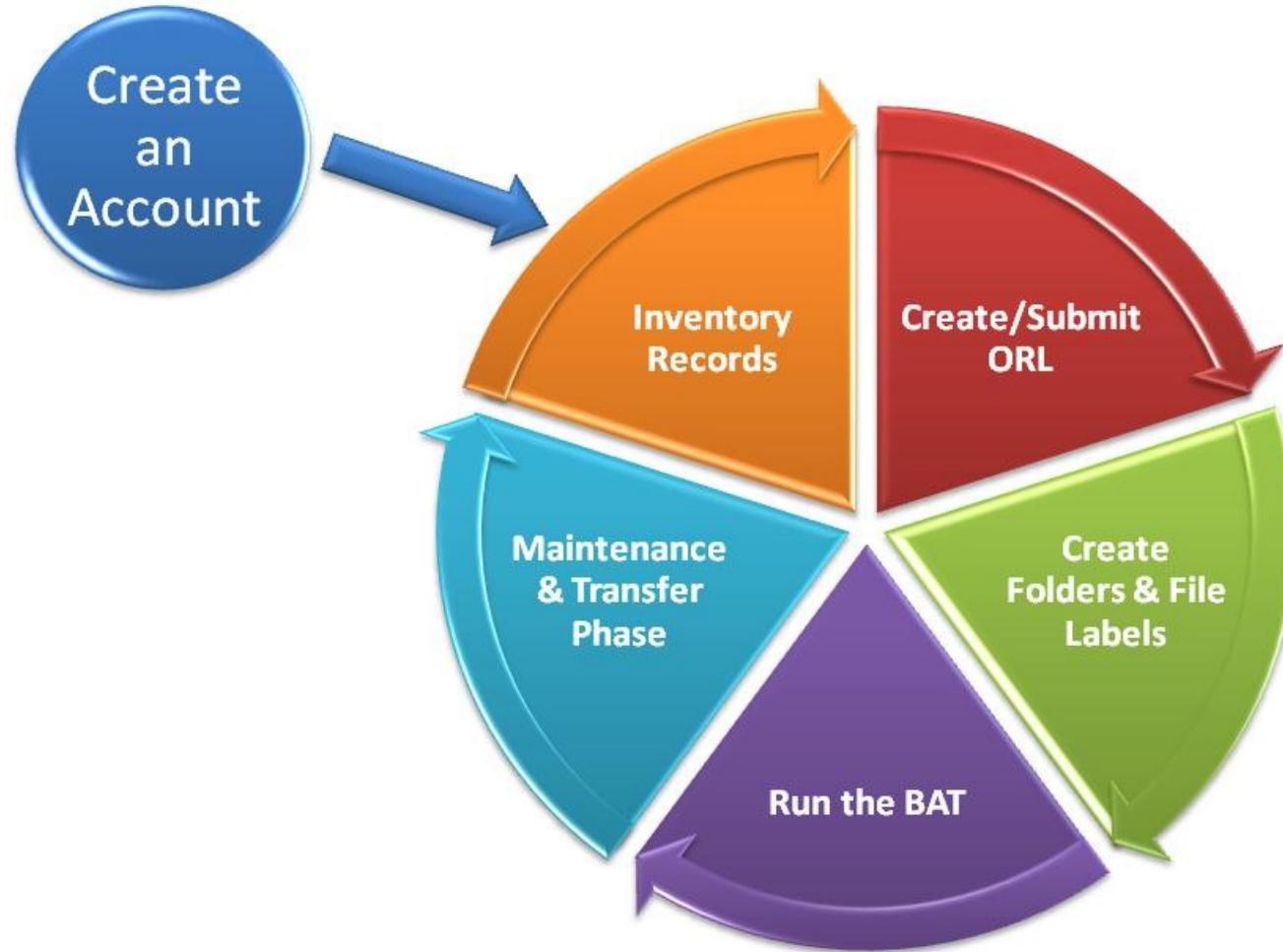
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www.oaa.army.mil

QUESTIONS



Records Management Process





Creating an ARIMS Account

- Go to the ARIMS Website: <https://www.arims.army.mil> or ARIMS-C Website: <http://www.arims.army.smil.mil>; must be done from a SIPR terminal with an AKO-S account for ARIMS-C access
- Login with CAC. (User must have an AKO or AKO sponsored account (or AKO-S account for ARIMS-C)
- ARIMS automatically processes registration and assigns Action Officer (AO) privileges to the user
 - Conduct Searches
 - Create/update Office Records List (ORL)
 - Create and print hardcopy folder labels
 - Create Electronic folders
 - Utilize the BAT to organize/upload electronic files to the AEA
- **User must select an office symbol to complete registration**

https://train.arims.army.mil/ARIMS/App/AcctAdmin/Profile/Prc

User List Search

User Profile

FAVORITES

My Account Overview

USER PROFILE

Username: earl.ball

Army Account Type: DA|AR

User Class: AO

UIC: W6L2AA

Unit Name: US ARMY CORRECTIONS

Office Symbol: NETC-SKC-LS

Grade: NETC-SKC-LS

DAPC-ACC

First Name: Earl

Middle Name: Wayne

Last Name: Ball

Address: 150 Army Pentagon, DC 20310-0150

AKO Email Address: earl.ball@us.army.mil

Telephone: (703) 428-7707 *

DSN Telephone: 328-7707

Fax: (703) 428-7722

Approval Date:

Sponsor Username: mack.jenkinsjr

Request New Sponsor

Records Managers

Wingfield, Nicole
HQDA
nicole.wingfield@us.army.mil
7035710278

Records Administrators

Walker, Ernis
HQDA
ernis.walker@us.army.mil
703 545 0502

Fletcher, Brenda
HQDA
brenda.fletcher1@us.army.mil
703-428-6298

Glover, Willie
HQDA
willie.glover@us.army.mil
703-545-0538

To finish the registration process, the user must select/input their office symbol and click submit.

Submit Reset Cancel Update

ARIMS TRAINING

Army Records Information Management System

U.S.ARMY

HOME SEARCH HELP

POPULAR LINKS

- ACRS Updates
- RMDA Web Site
- FOIA Web Site
- Online Video Tutorials

Welcome to the Army Records Information Management System (ARIMS)

User Log-in

Login with CAC

Don't have an AKO Account? Go to the [AKO site](#).

Announcements as of 02/15/2013

- New & Improved Reports for RA, RM & RM-RHAM Users
- System Downtime on February 5th
- Updated BAT for 64-Bit Operating Systems
- ARIMS will be down DECEMBER 27th
- System Maintenance Schedule

Previous Announcements

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

Access and use of the system is monitored to ensure security of information contained within. Users of ARIMS should not assume any degree of privacy.

POPULAR GUIDES

- New ARIMS Interface and Features Quick Reference Guide([pdf](#))
- ARIMS Quick Reference Guide ([Web Page](#))
- ARIMS Quick Reference Guide ([PDF](#))
- ACRS Quick Reference Guide ([PDF](#))
- ARIMS User's Guide ([PDF](#))
- BAT User's Guide ([PDF](#))

https://train.arims.army.mil/ARIMS/App/MainPage.aspx

User List Search

ARIMS Home

HOME SEARCH UPLOAD ORLs & FOLDERS MANAGE MY ACCOUNT HELP ADMIN REPORTS

Welcome to ARIMS, Mitchell Mckiver. You Are Currently Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA

MY FAVORITES

Your Most Used Pages and Functions

[My Profile / My Records Manager](#)

[ARIMS PRODUCTION SITE](#)

[EDIT YOUR FAVORITES](#)

[SUBMIT A HELP DESK TICKET](#)

Alerts

30 ORLs need your approval.

Login Options

Unit Selection

Select Unit: [US AHS - W313AA](#)

Sign in As: [0009 SC CO NETCOM 9TH SC\(A - WCD299](#)

ARLINGTON NATL CEM - W1C9AA

IMMEDIATE OFC SEC A - W00EAA

NETCOM HHC - W4NHAA

OFC ADMIN ASST SEC - W1YSAA

[US AHS - W313AA](#)

[US ARMY ELECTRONIC - W47XAA](#)

[Updated BAT for 64 Bit Operating Systems](#)

■ ARIMS will be down DECEMBER 27th [+]

■ System Maintenance Schedule [+]

Announcements

[Previous Announcements](#)

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MANAGE APPROVALS

ORLs, Sponsorships, and Other Items Requiring Your Approval

ORL: PBO FILES (2013), Proposed by Morris, Derrick

ORL: FY13 (2013), Proposed by Robinson, Gizelle

Role Escalation: Lawrence Lee, WAW0D0(Records Manager)

Role Escalation: Robert Earle Whittle, WBNHAA(Records Manager)

Unit Access Request: Keomany Vongphrachanh turner, WDPRT0 (RM)

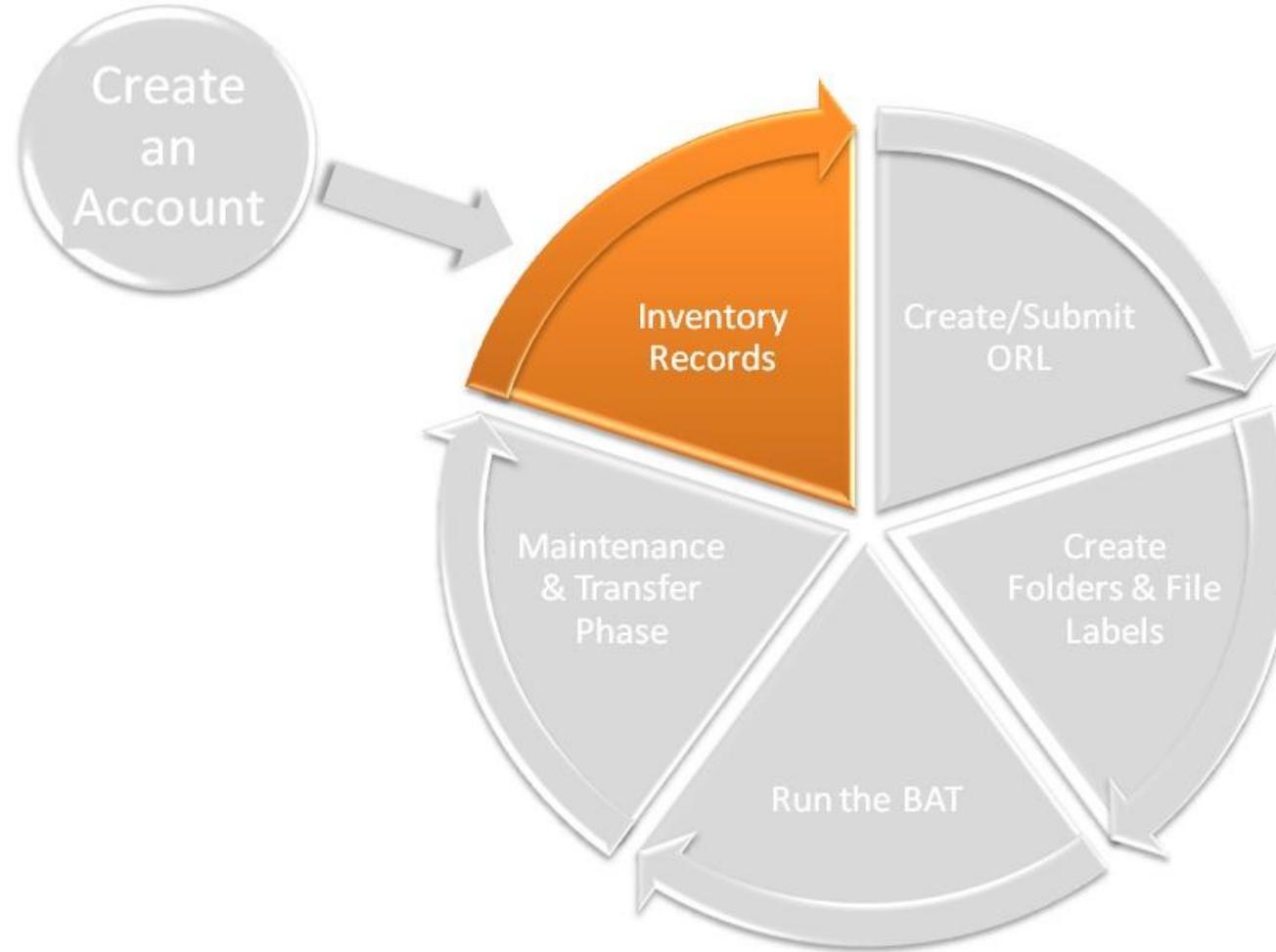
Unit Access Request: Valerie L Key, W1DFAA (AO)

REFERENCES

New ARIMS Interface and Features Quick Reference



Records Management Process





Objectives of the Inventory

□ **Answer four basic questions:**

- Who is currently creating, receiving, and maintaining records?
- What is currently being kept to support the business process?
- Where and how are the records stored and maintained?
- Why are certain records stored and maintained?

□ **Locate your organizations records:**

- Centrally located
- Multiple buildings
- Records Holding Area

Sample Records Inventory Sheet

BLDG. #	1035
Rm. #	3 / Information Management Office
Record Title	IS Incident and Intrusion Reports - Classified
Record #	400B 6+
Disposition	Transfer
Cut Off	Calendar Year
Inclusive Dates	01 JAN 2012 - Present

Description: Reports of intrusions or attempted intrusions into **classified** Information Systems (IS). POC: SSG Smith / 555-1234

BLDG. #	1035
Rm. #	3 / Information Management Office
Record Title	IS Incident and Intrusion Reports - Un-Classified
Record #	400B 6+
Disposition	Transfer
Cut Off	Calendar Year
Inclusive Dates	01 JAN 2013 - Present

Description: Reports of intrusions or attempted intrusions into **undclassified** Information Systems (IS). POC: SSG Smith / 555-1234

BLDG. #	
Rm. #	
Record Title	
Record #	
Disposition	
Cut Off	
Inclusive Dates	
Description	

BLDG. #	
Rm. #	
Record Title	
Record #	
Disposition	
Cut Off	
Inclusive Dates	
Description	



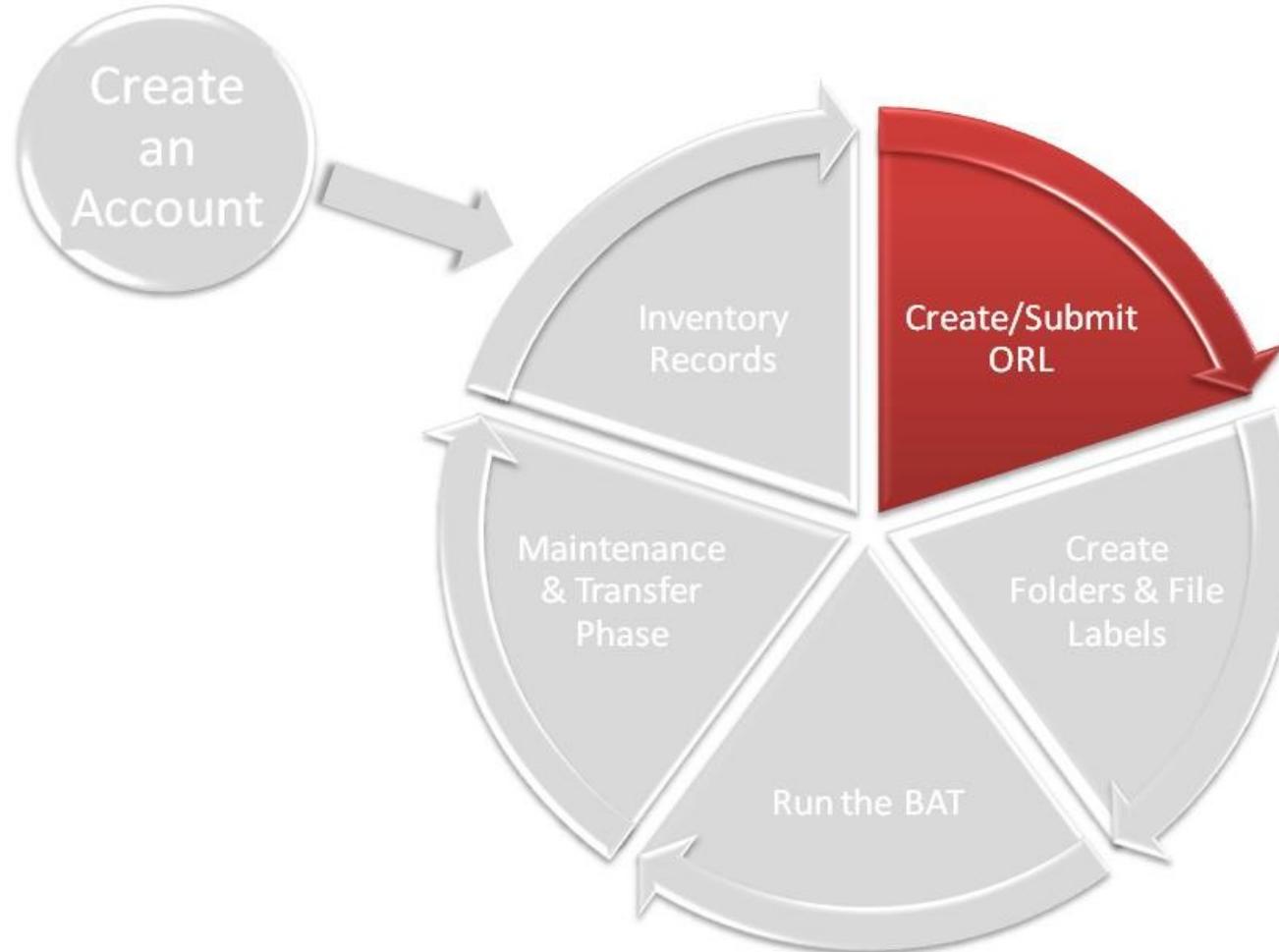
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www.oaa.army.mil

QUESTIONS



Records Management Process





Office Records List (ORL)

- ORL = File Plan = List of records maintained in an office / information system.
- Based on office mission/function - What is your prescribing regulation(s) or directive(s)?
- Typically contains 4-5 records series per office symbol.
- Only one ORL per office symbol.
- Only has to be done ONCE per year.
- Can be re-used each year by copying.



Create ORL from Scratch and by Copy

https://train.arims.army.mil/ARIMS/App/MainPage.aspx

ARIMS Home

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA Log Out

ARIMS TRAINING

Army Records Information Management System

U.S.ARMY

HOME SEARCH UPLOAD ORLs & FOLDERS MANAGE MY ACCOUNT HELP ADMIN REPORTS

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My Profile / My Records Manager ►

ARIMS PRODUCTION SITE ►

EDIT YOUR FAVORITES ►

SUBMIT A HELP DESK TICKET ►

Alerts

30 ORLs need your approval.

Login Options

Unit Selection

Select Unit:

Sign in As:

Announcer

- New &
- System
-
-
-
-
-
- ### Previous Announcements

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Role Escalation: Robert Earle Whittle, WBNHAA(Records Manager)

Unit Access Request: Keomany Vongphrachanh turner, WDPRT0 (RM)

Unit Access Request: Valerie L Key, W1DFAA (AO)



Office Records List

ORL Library

Proposed ORLs

Folders

CREATE AN OFFICE RECORDS LIST FROM SCRATCH

Create ORLs | List ORLs

Reorganize ORLs | ORL Report

Create from Scratch | Create by Copying | Create from Library

Create a
and selec
series an

Note: If you include the (i.e. 1a, 1b, etc.)

Crosswall

Create ORLs from scratch is the default screen for 'ORL & Folders' tab. From here users can access additional areas that were previously under the RM-Assist tab.

Office Records List text box,
be updated to add record

n online help desk ticket and
ll old RRS-A record numbers
ng the Quick Reference-

https://train.arims.army.mil/ARMS/App/RMAssist/ORLCREATE/C

CREATE AN OFFICE RECORDS LIST FROM SCRATCH

[Create ORLs](#) | [List ORLs](#)
[Reorganize ORLs](#) | [ORL Report](#)

[Create from Scratch](#) | [Create by Copying](#) | [Create from Library](#)

Create an ORL from Scratch by selecting the Office Symbol, enter the name or title of the ORL in the Office Records List text box, and select the ORL Year. Then, click the Create ORL button. After creation is complete, the ORL can be updated to add record series and retention periods.

Note: If you need an ORL created for years prior to 2012, please ask your Records Officer to submit an online help desk ticket and include the following information: Unitname, UIC, Office Symbol, ORL Name, ORL Year, and a list of all old RRS-A record numbers (i.e. 1a, 105-6a, 25-400-2a, ect.) to be included. The old RRS-A record numbers can be located by using the Quick Reference-Crosswalk or Detailed Reference-Crosswalk under the ACRS tab.

US AHS - W313AA

Office Symbol: AAHS-RDR-R

Name: Records Management Di *

Year: 2013

[Create ORL](#)

https://train.arims.army.mil/ARMS/App/RMAssist/ORLCREATE/C

CREATE AN OFFICE RECORDS LIST FROM SCRATCH

Create ORLs | List ORLs
Reorganize ORLs | ORL Report

Create from Scratch | Create by Copying | Create from Library

Create an ORL from Scratch and select the ORL Year, series and retention period. The title of the ORL in the Office Records List text box, and complete, the ORL can be updated to add record numbers. Officer to submit an online help desk ticket and RL Year, and a list of all old RRS-A record numbers can be located by using the Quick Reference-Crosswalk or Detailed R

Message from webpage

ORL creation was successful!

OK

US AHS - W313AA

Office Symbol: AAHS-RDR-R

Name: Records Management Di *

Year: 2013

Create ORL

https://train.arims.army.mil/ARIMS/App/RMAssist>ListORL>List

List of ORLs

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

ARIMS TRAINING

Army Records Information Management System

U.S.ARMY

HOME SEARCH UPLOAD ORLs & FOLDERS MANAGE MY ACCOUNT HELP ADMIN REPORTS

ORLs & FOLDERS > OFFICE RECORDS LIST > LIST ORLs

+ FAVORITES

Office Records List

LIST OF ORLs

Create ORLs | List ORLs

Reorganize ORLs | ORL Report

ORL Library

Proposed ORLs

Folders

This is a list of all ORLs for a selected Office Symbol. Select the ACOM/ASCC/DRU, the Unit, and the Office Symbol and click the Submit button. Once the ORL has been selected, then you may choose to update, rename, view/print, or submit an ORL as proposed.

ACOM/ASCC/DRU: HQDA

Unit: US AHS - W313AA

Office Symbol: AAHS-RDR-R

Submit

After clicking 'OK' the screen will automatically refresh to the 'List ORLs' screen.

Click 'OK' to continue.

https://train.arims.army.mil/ARIMS/App/RMAssist>ListORL>List

List of ORLs

FAVORITES

Office Records List

LIST OF ORLS

Create ORLs | List ORLs

Reorganize ORLs | ORL Report

ORL Library

Proposed ORLs

This is a list of all ORLs for a selected Office Symbol. Select the ACOM/ASCC/DRU, the Unit, and the Office Symbol and click the Submit button. Once the ORL has been selected, then you may choose to update, rename, view/print, or submit an ORL as proposed.

Folders

ACOM/ASCC/DRU: HQDA

Unit: US AHS - W313AA

Office Symbol: AAHS-RDR-R *

Submit

ORL Name Year Status ACOM/ASCC/DRU Unit Office Symbol

ORL Name	Year	Status	ACOM/ASCC/DRU	Unit	Office Symbol
OAA Training	2045	Approved	HQDA	US AHS	AAHS-RDR-R
ORL for Trainng	2044	Approved	HQDA	US AHS	AAHS-RDR-R
ARIMS Training ORL	2041	Approved	HQDA	US AHS	AAHS-RDR-R
Records Management Division	2013	Draft	HQDA	US AHS	AAHS-RDR-R
2012 - Records Management Division	2012	Approved	HQDA	US AHS	AAHS-RDR-R

Edit Rename View/Print Submit as Proposed

A red box highlights the 'Records Management Division' row in the table, and a cursor arrow points to the 'Edit' button.

https://train.arims.army.mil/ARIMS/App/RMAssist>ListORL>List

List of ORLs

FAVORITES

Office Records List

LIST OF ORLS

Create ORLs | List ORLs

Reorganize ORLs | ORL Report

ORL Library

Proposed ORLs

Folders

This is a list of all ORLs for a selected Office Symbol. Select the ACOM/ASCC/DRU, the Unit, and the Office Symbol and click the Submit button. Once the ORL has been selected, then you may choose to update, rename, view/print, or submit an ORL as proposed.

ACOM/ASCC/DRU: HQDA

Unit: US AHS - W313AA

Office Symbol: AAHS-RDR-R *

Submit

Click on the ORL to highlight it. Then click "Edit".

	Year	Status	ACOM/ASCC/DRU	Unit	Office Symbol
ORL for Training	2045	Approved	HQDA	US AHS	AAHS-RDR-R
ARIMS Training ORL	2044	Approved	HQDA	US AHS	AAHS-RDR-R
Records Management Division	2013	Draft	HQDA	US AHS	AAHS-RDR-R
2012 - Records Management Division	2012	Approved	HQDA	US AHS	AAHS-RDR-R

Edit

Rename

View/Print

Submit as Proposed

Delete

Office Records List

LIST OF ORLS

Update ORL - Windows Internet Explorer

FAVORITES

ORL DETAILS

2013-Records Management Division

Office Symbol: AAHS-RDR-R
ORL Name: 2013-Records Management Division

Please click the 'Add Record Instructions' button to search for Record Instructions to add to this ORL

Remove Add Record Instructions Close Print Summary Print Details

This screen is a pop-up. If this screen does not appear, ensure that pop-ups are enabled. Then maximize the screen.

Records Management Division	2013	Draft	HQDA	US AHS	AAHS-RDR-R
2012 - Records Management Division	2012	Approved	HQDA	US AHS	AAHS-RDR-R

Edit Rename View/Print Submit as Proposed

https://train.arims.army.mil/ARMS/App/RMAssist>ListORL>ListORL

List of ORLs

FAVORITES

Update ORL - Windows Internet Explorer

ORL DETAILS

2013-Records Management Division

Office Symbol: AAHS-RDR-R
ORL Name: 2013-Records Management Division

Please click the 'Add Record Instructions' button to search for Record Instructions to add to this ORL

Remove Add Record Instructions Close Print Summary Print Details

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Records Management Division	2013	Draft	HQDA	US AHS	AAHS-RDR-R
2012 - Records Management Division	2012	Approved	HQDA	US AHS	AAHS-RDR-R

Edit Rename View/Print Submit as Proposed

ORL DETAILS

2013-Records Management Division

Office Symbol: AAHS-RDR-R
ORL Name: 2013-Records Management Division

Please click the 'Add Record Instructions' button to search for Record Instructions to add to this ORL

Remove Add Record Instructions Close Print Summary Print Details

SEARCH ARMY CONSOLIDATED RECORDS SCHEDULE (ACRS) INSTRUCTIONS

You may search by Keyword, Regulation Number, or Record Series, combined with Record Type. To start a new search, click the **Reset Form** button. If you choose to browse the Record Series, you can sort the list either by number or description.

[Return to Update Page](#)

ORL Name: Records Management Division

Search by Keyword

Keyword:

Search within Record Series

Browse by Record Series

Record Series:



Sub-series:

Duration:



Explanation of Disposition Instructions

[Submit Search](#)

[Reset Form](#)

Hints for Searching by Keyword

- Search by Keyword is not case sensitive; however, it will not perform stemming functions, Boolean, or "fuzzy" searching (i.e., entry must be exact wording).
- The keyword being searched may appear anywhere in the instruction title or instruction description. If Search Within Record Series is checked, the Series title and Series description will also be searched. It will not be highlighted.
- Enter one keyword instead of a phrase, and then use the Search within Results option to reduce the number of hits.
- Do not begin and end a

SEARCH ARMY CONSOLIDATED RECORDS SCHEDULE (ACRS) INSTRUCTIONS

You may search by Keyword, Regulation Number, or Record Series, combined with Record Type. To start a new search, click the **Reset Form** button. If you choose to browse the Record Series, you can sort the list either by number or description.

[Return to Update Page](#)

ORL Name: Records Management Division

Search by Keyword

Keyword:

Search within Record Series

Browse by Record Series

Record Series: 800 - Administration

Sub-series:

100 - Contingency Operations (CONOPS)

Duration:

200 - Installation Management and Field Organizations

Explanation of D

300 - Security

400 - Information Management

500 - Medical

600 - Personnel

700 - Logistics

800 - Administration

900 - Emergency and Safety

1000 - Legal

1100 - Finance and Audits

1200 - Quality Assurance and Quality Control



Select Series

Hints for Searching by Keyword

- Search by Keyword is not case sensitive; however, it will not perform stemming functions, Boolean, or "fuzzy" searching (i.e., entry must be exact wording).
- The keyword being searched may appear anywhere in the instruction title or instruction description. If Search Within Record Series is checked, the Series title and Series description will also be searched. It will not be highlighted.

SEARCH ARMY CONSOLIDATED RECORDS SCHEDULE (ACRS) INSTRUCTIONS

You may search by Keyword, Regulation Number, or Record Series, combined with Record Type. To start a new search, click the **Reset Form** button. If you choose to browse the Record Series, you can sort the list either by number or description.

[Return to Update Page](#)

ORL Name: Records Management Division

Search by Keyword

Keyword:

Search within Record Series

Browse by Record Series

Record Series:

Sub-series:

Duration:

Explanation of D

- 800A - Heraldic and Historical Activities
- 800B - Army Programs; Boards, Commissions and Committees
- 800C - Management, Organization and Function
- 800D - Administration and Housekeeping**

[Submit Search](#)

[Reset Form](#)

[Select Sub-series](#)

Hints for Searching by Keyword

- Search by Keyword is not case sensitive; however, it will not perform stemming functions, Boolean, or "fuzzy" searching (i.e., entry must be exact wording).
- The keyword being searched may appear anywhere in the instruction title or instruction description. If Search Within Record Series is checked, the Series title and Series description will also be searched. It will not be highlighted.

SEARCH ARMY CONSOLIDATED RECORDS SCHEDULE (ACRS) INSTRUCTIONS

You may search by Keyword, Regulation Number, or Record Series, combined with Record Type. To start a new search, click the **Reset Form** button. If you choose to browse the Record Series, you can sort the list either by number or description.

[Return to Update Page](#)

ORL Name: Records Management Division

Search by Keyword

Keyword:

Search within Record Series

Browse by Record Series

Record Series: 800 - Administration

Sub-series: 800D - Administration and Housekeeping

Duration: 

[Explanation of Disposition Instructions](#)

[Submit Search](#)

[Reset Form](#)

The 'Duration' field
can be left blank.
Then click 'Submit
Search'.

Hints for Searching by Keyword

- Search by Keyword is not case sensitive; however, it will not perform stemming functions, Boolean, or "fuzzy" searching (i.e., entry must be exact wording).
- The keyword being searched may appear anywhere in the instruction title or instruction description. If Search Within Record Series is checked, the Series title and Series description will also be searched. It will not be highlighted.

SEARCH RESULTS

Office Symbol: AAHS-RDR-R
ORL Name: Records Management Division

[Return to Search Criteria](#)

Keyword search within results:

Enter keyword criteria to search within the search results.

Number of Results: 3

<input type="checkbox"/>	<u>Record Series</u>	<u>Record Title</u>	<u>Sub-series</u>	<u>Duration</u>	<u>Date Added</u>
<input type="checkbox"/>	Administration	Administration and Housekeeping 	800D	0-6	4/14/2011 4:44:15 PM
<input type="checkbox"/>	Administration	Administration and Housekeeping	800D	6+	4/14/2011 4:44:15 PM
<input type="checkbox"/>	Administration	Administration and Housekeeping	800D	Perm	4/14/2011 4:44:15 PM

The 'Duration' fields are on the right. Click the 'Record Title' to view the 'Disposition Details'.

DISPOSITION DETAILS

To print Disposition Details, change your print preferences to print by Landscape.

Series	800
Sub-series	800D
Record Title	Administration and Housekeeping
Summarized Description	
Description	<ul style="list-style-type: none">Program and budget guidance, operation budgets, operating agency 5-year programming files, DA program: development, planning (other than DA office responsible) and budget filesCivilian personnel time and attendance files: Time and attendance source and input records; OPM 71 or equivalent if time card and Korean National Hire Employees Time Sheet and related documentsCongressional: visits, correspondence, Information for members of Congress (IMC), Special interest groups, Legislation comments (offices of legislative officers)Command inspection program, space management controls, general correspondence
Duration	0-6

The description area is only a sample listing of all the record numbers contained in that category.

Edit **Close**

Once a user identifies they have records in the category, they can close this window, and select the check box.

SEARCH RESULTS

Office Symbol: AAHS-RDR-R
ORL Name: Records Management Division

[Return to Search Criteria](#)

Keyword search within results:

Enter keyword criteria to search within the search results.

Number of Results: 3

<input type="checkbox"/>	<u>Record Series</u>	<u>Record Title</u>	<u>Sub-series</u>	<u>Duration</u>	<u>Date Added</u>
<input checked="" type="checkbox"/>	Administration	Administration and Housekeeping	800D	0-6	4/14/2011 4:44:15 PM
<input checked="" type="checkbox"/>	Administration	Administration and Housekeeping	800D	6+	4/14/2011 4:44:15 PM
<input checked="" type="checkbox"/>	Administration	Administration and Housekeeping	800D	Perm	4/14/2011 4:44:15 PM

Select the required categories and click 'Submit' to add them to the ORL

ORL DETAILS

2013-Records Management Division

Office Symbol: AAHS-RDR-R

ORL Name: 2013-Records Management Division

<input type="checkbox"/>	<u>Record Sub-series</u>	<u>Record Number</u>	<u>Retention Period</u>	<u>Status</u>
<input type="checkbox"/>	800D	800D	0-6	Proposed
<input type="checkbox"/>	800D	800D	6+	Proposed
<input type="checkbox"/>	800D	800D	Perm	Proposed

[Remove](#)

[Add Record Instructions](#)

[Close](#)

[Print Summary](#)

[Print Details](#)

You will be returned to the search screen. Repeat the process until you have selected all required record numbers

SEARCH ARMY CONSOLIDATED RECORDS SCHEDULE (ACRS) INSTRUCTIONS

You may search by Keyword, Regulation Number, or Record Series, combined with Record Type. To start a new search, click the **Reset Form** button. If you choose to browse the Record Series, you can sort the list either by number or description.

[Return to Update Page](#)

ORL Name: Records Management Division

Search by Keyword

Keyword:

Search within Record Series

Browse by Record Series

Record Series: 400 - Information Management

Sub-series: 400A - Office Management, Management Information cont

Duration: 

Explanation of Disposition Instructions

Hints for Searching by Keyword

- Search by Keyword is not case sensitive; however, it will not perform stemming functions, Boolean, or "fuzzy" searching (i.e., entry must be exact wording).
- The keyword being searched may appear anywhere in the instruction title or instruction description. If Search Within Record Series is checked, the Series title and Series

SEARCH RESULTS

Office Symbol: AAHS-RDR-R
ORL Name: Records Management Division

[Return to Search Criteria](#)

Keyword search within results:

Enter keyword criteria to search within the search results.

Number of Results: 3

<input checked="" type="checkbox"/>	Record Series	Record Title	Sub-series	Duration	Date Added
<input checked="" type="checkbox"/>	Information Management	Office Management, Management Information control	400A	0-6	5/17/2011 2:11:33 PM
<input checked="" type="checkbox"/>	Information Management	Office Management, Management Information control	400A	6+	5/17/2011 2:11:33 PM
<input checked="" type="checkbox"/>	Information Management	Office Management, Management Information control	400A	Perm	5/17/2011 2:11:33 PM

ORL DETAILS

2013-Records Management Division

Office Symbol: AAHS-RDR-R

ORL Name: 2013-Records Management Division

<input type="checkbox"/>	<u>Record Sub-series</u>	<u>Record Number</u>	<u>Retention Period</u>	<u>Status</u>
<input type="checkbox"/>	400A	400A	0-6	Proposed
<input type="checkbox"/>	400A	400A	6+	Proposed
<input type="checkbox"/>	400A	400A	Perm	Proposed
<input type="checkbox"/>	800D	800D	0-6	Proposed
<input type="checkbox"/>	800D	800D	6+	Proposed
<input type="checkbox"/>	800D	800D	Perm	Proposed

[Remove](#)[Add Record Instructions](#)[Close](#)[Print Summary](#)[Print Details](#)

You will be returned to the search screen. Repeat the process until you have selected all required record

Once the list is complete, click 'Close'

ORL DETAILS

2013-Records Management Division

Office Symbol: AAHS-RDR-R

ORL Name: 2013-Records Management Division

<input type="checkbox"/>	<u>Record Sub-series</u>	<u>Record Number</u>	<u>Retention Period</u>	<u>Status</u>
<input type="checkbox"/>	400A	400A	0-6	Proposed
<input type="checkbox"/>	400A	400A	6+	Proposed
<input type="checkbox"/>	400A	400A	Perm	Proposed
<input type="checkbox"/>	400B	400B	0-6	Proposed
<input type="checkbox"/>	400B	400B	6+	Proposed
<input type="checkbox"/>	400B	400B	Perm	Proposed
<input type="checkbox"/>	800D	800D	0-6	Proposed
<input type="checkbox"/>	800D	800D	6+	Proposed
<input type="checkbox"/>	800D	800D	Perm	Proposed

Remove

Add Record Instructions

Close

Print Summary

Print Details

Office Records List

ORL Library

Proposed ORLs

Folders

LIST OF ORLS

[Create ORLs](#) | [List ORLs](#)[Reorganize ORLs](#) | [ORL Report](#)

This is a list of all ORLs for a selected Office Symbol. Select the ACOM/ASCC/DRU, the Unit, and the Office Symbol and click the Submit button. Once the ORL has been selected, then you may choose to update, rename, view/print, or submit an ORL as proposed.

Three ORL Stages:

- **Draft** - User working
- **Proposed** - Sent to the RM
- **Approved** - User can create folders

ORL Name	RU	Unit	Office Symbol
OAA Training		US AHS	AAHS-RDR-R
ORL for Trainng	2044	Approved	HQDA
ARIMS Training ORL	2041	Approved	HQDA
Records Management Division	2013	Draft	HQDA
2012 - Records Management Division	2012	Approved	HQDA

[Edit](#)[Rename](#)[View/Print](#)[Submit as Proposed](#)[Delete](#)

+ FAVORITES

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Reorganize ORLs | ORL Report

Message from webpage



ORL submitted successfully as proposed.
Unable to send email message to user(s) angela.freeman, carroll.sisk, jennifer.j.friend, shawn.hogan1, michael.d.meucci. The specified string is not in the form required for an email address.

OK

The ORL is sent to the RM and RA for review and approval.

ORL Na	Unit	Office Symbol
OAA Training	2045	Approved
ORL for Trainnng	2044	Approved
ARIMS Training ORL	2041	Approved
Records Management Division	2013	Proposed
2012 - Records Management Division	2012	Approved

Edit

Rename

View/Print

Submit as Proposed

Delete

https://train.arims.army.mil/ARIMS/App/MainPage.aspx ARIMS Home

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

ARIMS TRAINING

Army Records Information Management System

HOME SEARCH UPLOAD ORLs & FOLDERS MANAGE MY ACCOUNT HELP ADMIN REPORTS

Welcome to ARIMS, Mitchell Mckiver. You Are Currently Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA

MY FAVORITES

Your Most Used Pages and Functions

[My Profile / My Records Manager](#)

[ARIMS PRODUCTION SITE](#)

[EDIT YOUR FAVORITES](#)

[SUBMIT A HELP DESK TICKET](#)

Alerts
41 ORLs need your approval.

Login Options

Unit Selection

Select Unit:

Sign in As: Go

Announcements as of 10/29/2013

- **NEW! Intermittent Outages on 29 Oct 13** [-]
The Fort Belvoir DOIM is conducting mandatory testing directed by the Regional Computer Emergency Response Team CONUS that will result in intermittent outages to the ARIMS Website. We apologize for the inconvenience and expect to be back up and running normally tomorrow, on 30 Oct 13.
- **System Maintenance Schedule** [+]

Previous Announcements

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

MANAGE APPROVALS

ORLs, Sponsorships, and Other Items Requiring Your Approval

ORL: Records Management Division (2015), Proposed by Mckiver, Mitchell

ORL: Budget (2070), Proposed by Deramous, Thaleia

Role Escalation: Tab Arnold Burnett, WHNVA(FOIA Officer)

Role Escalation: Bernard Wesley Burch, WAQ1A0 (Records Manager)

Unit Access Request: Robert Riedl, W1EKAA (RM)

Unit Access Request: Juanito Deguzman Bautista, W8CCAA (AO)



ARIMS TRAINING

Army Records Information Management System

[HOME](#)[SEARCH](#)[UPLOAD](#)[ORLs & FOLDERS](#)[MANAGE](#)[MY ACCOUNT](#)[HELP](#)[ADMIN](#)[REPORTS](#)[ORLs & FOLDERS](#) > [PROPOSED ORLs](#)[+ FAVORITES](#)[Office Records List](#)

VIEW PROPOSED ORLs

Search for proposed ORLs by ACOM, Unit, and Office Symbol. These fields are filter parameters and are not required. After the ORLs are returned, click on the ORL Name of the appropriate ORL to view the record instructions associated with it.

[ORL Library](#)[Proposed ORLs](#)[Folders](#)

ORL Name	ORL Year	ACOM/ASCC/DRU	UIC	Unit Name	Office Symbol	Proposed By
Records Management Division	2013	HQDA	W313AA	US AHS	AAHS-RDR-R	Mitchell Mckiver
AMSA76	2014	USARC	W6KHAA	99TH RGNL SUPPORT C	AFRC-SNJ-HA	Kayla Odland
Diamondback Ord Room	2014	FORSCOM	WHU9D0	0002 AD BN 03 BTY D BTRY PATR	AFVL-RTD	Justin Stephens
General Admin Correspondence files	2014	FORSCOM	WG2JA0	0038 IN BN 01 CO A RIFLE SBCT	AFZH-SBI-A	Kendall Hocketta
PBO	2014	FORSCOM	WAQJAA	0003 AR HQ DIV HQ AND HQ B	AFZP-EXS-P	Shirley Goodman
Supply files	2013	FORSCOM	WDX9B0	0003 AV BN 02 CO B HVY	AFZP-VXE-STD	Latisha Green
Out/In Processing	2040	IMCOM	W6E6AA	USAG RHEINLAND-PFAL	IMEU-KAI-EEO	Antje Ginkelirlas
In/Out Processing	2079	IMCOM	W6E6AA	USAG RHEINLAND-	IMEU-KAI-HR	Antje Ginkelirlas

RECORDS MANAGEMENT - APPROVE RECORD INSTRUCTIONS

According to the users permissions, the user can approve or disapprove instructions by selecting checkboxes.

Please check the appropriate boxes (Approve or Disapprove), and then click Submit.

ORL Name: Records Management Division

<input checked="" type="checkbox"/>	<u>Record Sub-series</u>	<u>Record Number</u>	<u>Retention Period</u>	<u>Status</u>
<input checked="" type="checkbox"/>	400A Office Management, Management Information control...	400A	0-6	Proposed
<input checked="" type="checkbox"/>	400A Office Management, Management Information control...	400A	6+	Proposed
<input checked="" type="checkbox"/>	400A Office Management, Management Information control...	400A	Perm	Proposed
<input checked="" type="checkbox"/>	400B Information Management, Military Publications...	400B	0-6	Proposed
<input checked="" type="checkbox"/>	400B Information Management, Military Publications...	400B	6+	Proposed
<input checked="" type="checkbox"/>	400B Information Management, Military Publications...	400B	Perm	Proposed
<input checked="" type="checkbox"/>	800D Administration and Housekeeping...	800D	0-6	Proposed
		800D	6+	Proposed
		800D	Perm	Proposed

Approve or Disapprove
record instructions.

Approve

Disapprove

Add Record Instructions

Close



ORLS & FOLDERS > OFFICE RECORDS LIST > CREATE ORLS > CREATE FROM SCRATCH

⊕ FAVORITES

Office Records List

ORL Library

Proposed ORLs

Folders

CREATE AN OFFICE RECORDS LIST FROM SCRATCH

Create ORLs | List ORLs

Reorganize ORI's | ORI Report

[Create from Scratch](#) | [Create by Copying](#) | [Create from Library](#)

Create an ORL from Scratch by selecting the Office Symbol, enter the name or title of the ORL in the Office Records List text box, and select the ORL Year. Then, click the Create ORL button. After creation is complete, the ORL can be updated to add record series and retention periods.

Note: If you need to include the following (i.e. 1a, 105-6a)

Crosswalk or D

Printing ORL summary or detail.
Remember this screen
automatically defaults to 'Create
ORLs'. Click 'List ORLs'.

help desk ticket and
RS-A record numbers
Quick Reference-



ARMS TRAINING

Army Records Information Management System

[HOME](#)[SEARCH](#)[UPLOAD](#)[ORLs & FOLDERS](#)[MANAGE](#)[MY ACCOUNT](#)[HELP](#)[ADMIN](#)[REPORTS](#)[ORLs & FOLDERS](#) > [OFFICE RECORDS LIST](#) > [LIST ORLs](#)[+ FAVORITES](#)[Office Records List](#)[ORL Library](#)[Proposed ORLs](#)[Folders](#)

LIST OF ORLs

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ACOM/ASCC/DRU:

HQDA

Unit:

US AHS - W313AA

Office Symbol:

AAHS-RDR-R

[Submit](#)

https://train.arims.army.mil/ARIMS/App/RMAssist>ListORL>List

List of ORLs

HOME SEARCH UPLOAD ORLs & FOLDERS MANAGE MY ACCOUNT HELP ADMIN REPORTS

ORLs & FOLDERS > OFFICE RECORDS LIST > LIST ORLS

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Folders

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ACOM/ASCC/DRU: HQDA

Unit: US AHS - W313AA

Office Symbol: AAHS-RDR-R *

Submit

ORL Name Year Status ACOM/ASCC/DRU Unit Office Symbol

OAA Training	2045	Approved	HQDA	US AHS	AAHS-RDR-R
ORL for Trainng	2044	Approved	HQDA	US AHS	AAHS-RDR-R
ARIMS Training ORL	2041	Approved	HQDA	US AHS	AAHS-RDR-R
Records Management Division	2013	Approved	HQDA	US AHS	AAHS-RDR-R
2012 - Records Management Division	2012	Approved	HQDA	US AHS	AAHS-RDR-R

[+ FAVORITES](#)[ORLS & FOLDERS](#) > [OFFICE RECORDS LIST](#) > [LIST ORLS](#)[Office Records List](#)[ORL Library](#)[Proposed ORLs](#)[Folders](#)

LIST OF ORLS

[Create ORLs](#) | [List ORLs](#)[Reorganize ORLs](#) | [ORL Report](#)

This is a list of all ORLs for a selected Office Symbol. Select the ACOM/ASCC/DRU, the Unit, and the Office Symbol and click the Submit button. Once the ORL has been selected, then you may choose to update, rename, view/print, or submit an ORL as proposed.

ACOM/ASCC/DRU:

HQDA

Unit:

US AHS - W313AA

Office Symbol:

AAHS-RDR-R

[Submit](#)

ORL Name	Year	Status	ACOM/ASCC/DRU	Unit	Office Symbol
OAA Training	2045	Approved	HQDA	US AHS	AAHS-RDR-R
ORL for Trainng	2044	Approved	HQDA	US AHS	AAHS-RDR-R
ARIMS Training ORL	2041	Approved	HQDA	US AHS	AAHS-RDR-R
Records Management Division	2013	Approved	HQDA	US AHS	AAHS-RDR-R
2012 - Records Management Division	2012	Approved	HQDA	US AHS	AAHS-RDR-R

[Edit](#)[Rename](#)[View/Print](#)[Submit as Proposed](#)

ORL DETAILS

2013-Records Management Division

Office Symbol: AAHS-RDR-R
ORL Name: 2013-Records Management Division

<input type="checkbox"/>	<u>Record Sub-series</u>	<u>Record Number</u>	<u>Retention Period</u>	<u>Status</u>
<input type="checkbox"/>	400A	400A	0-6	Approved
<input type="checkbox"/>	400A	400A	6+	Approved
<input type="checkbox"/>	400A	400A	Perm	Approved
<input type="checkbox"/>	400B	400B	0-6	Approved
<input type="checkbox"/>	400B	400B	6+	Approved
<input type="checkbox"/>	400B	400B	Perm	Approved
<input type="checkbox"/>	800D	800D	0-6	Approved
<input type="checkbox"/>	800D	800D	6+	Approved
<input type="checkbox"/>	800D	800D	Perm	Approved

The user can print a
ORL summary or details
for their records.

RECORDS MANAGEMENT - ORL SUMMARY

US AHS-W313AA

ACOM/ASCC/DRU: HQDA

ORL Name: Records Management Division

Unit Name - UIC: US AHS - W313AA

ORL Year: 2013

Office Symbol: AAHS-RDR-R

Date Created: 3/14/2013

Created By: Mitchell Mckiver

<u>Record Sub-series</u>	<u>Record Number</u>	<u>Retention Period</u>	<u>Privacy Act</u>	<u>Status</u>
Information Management	400A	0-6	N/A	Approved
Information Management	400A	6+	N/A	Approved
Information Management	400A	Perm	N/A	Approved
Information Management	400B	0-6	N/A	Approved
Information Management	400B	6+	N/A	Approved
Information Management	400B	Perm	N/A	Approved
Administration	800D	0-6	N/A	Approved
Administration	800D	6+	N/A	Approved
Administration	800D	Perm	N/A	Approved

[Close](#)

[Print Summary](#)

RECORDS MANAGEMENT - ORL DETAILS

Select a format

Export

RECORDS MANAGEMENT - ORL DETAILS

ACOM/ASCC/DRU:	HQDA	ORL Name:	Records Management Division
Unit Name - UIC:	US AHS - W313AA	ORL Year:	2013
Office Symbol:	AAHS-RDR-R	Date Created:	3/14/2013
		Created By:	Mitchell Mckiver

Record Series: Information Management

Record Title: Office Management, Management Information control

Series Description:

Record Description:

- Privacy Act (PA) reports, controls, PA statements, system reports and notices (Army-wide and office system manager)
- PA cases - appeals, approved requests un-appealed refusals, refusals overruled by appellate authorities, AARA (office of record)
- Waterway traffic data, district annual port to port by commodity by tabulation WCSC, intermediate summaries, progress reports, domestic detail card and tape files and census foreign data tapes

Office Records List

ORL Library

Proposed ORLs

Folders

CREATE AN OFFICE RECORDS LIST FROM SCRATCH

[Create ORLs](#) | [List ORLs](#)[Reorganize ORLs](#) | [ORL Report](#)[Create from Scratch](#) | [Create by Copying](#) | [Create from Library](#)

Create an ORL from Scratch by selecting the Office Symbol, enter the name or title of the ORL in the Office Records List text box, and select the ORL Year. Then, click the Create ORL button. After creation is complete, the ORL can be updated to add record series and retention periods.

Note: If you need an ORL created for years prior to 2012, please ask your Records Officer to submit an online help desk ticket and include the following information: Unitname, UIC, Office Symbol, ORL Name, ORL Year, and a list of all old RRS-A record numbers (i.e. 1a, 105-6a, 25-400-2a, ect.) to be included. The old RRS-A record numbers can be located by using the Quick Reference-Crosswalk or Detailed Reference-Crosswalk under the ACRS tab.

US AHS - W313AA

Office Symbol: AAHS-RDR-R

Name:

Year: 2013

[Create ORL](#)

https://train.arims.army.mil/ARIMS/App/RMAssist/ORLCREATE/C

Create ORL By Copy

FAVORITES

Office Records List

CREATE AN OFFICE RECORDS LIST BY COPYING

Create ORLs | List ORLs

Reorganize ORLs | ORL Report

Create from Scratch | Create by Copying | Create from Library

US AHS - W313AA

Creating an ORL by copying a previous year ORL will copy all record series associated with it to the new ORL Name. Record Series can be added or removed after the new ORL is created.

Note: If you need an ORL created for years prior to 2012, please ask your Records Officer to submit an online help desk ticket and include the following information: Unitname, UIC, Office Symbol, ORL Name, ORL Year, and a list of all old RRS-A record numbers (i.e. 1a, 105-6a, 25-400-2a, ect.) to be included. The old RRS-A record numbers can be located by using the Quick Reference-Crosswalk or Detailed Reference-Crosswalk under the ACRS tab.

Office Symbol: AAHS-RDR-R

ORL from which to copy: 2013-Records Management Division *

Enter the name of the new ORL: Records Management Di *

Year for New ORL: 2014

Copy Folders:

Create ORL

U.S.ARMY

HOME

SEARCH

UPLOAD

ORLs & FOLDERS

MANAGE

MY ACCOUNT

HELP

ADMIN

REPORTS

[ORLs & FOLDERS](#) > [OFFICE RECORDS LIST](#) > [CREATE ORLS](#) > [CREATE BY COPYING](#)[+ FAVORITES](#)

Office Records List

CREATE AN O

Message from webpage



ORL creation was successful!

OK

ORL Library

Proposed ORLs

Folders

US AHS - W313AA

Creating an ORL by copying a previous year ORL will copy all record series associated with it to the new ORL Name. Record Series can be added or removed after the new ORL is created.

Note: If you need an ORL created for years prior to 2012, please ask your Records Officer to submit an online help desk ticket and include the following information: Unitname, UIC, Office Symbol, ORL Name, ORL Year, and a list of all old RRS-A record numbers (i.e. 1a, 105-6a, 25-400-2a, ect.) to be included. The old RRS-A record numbers can be located by using the Quick Reference-Crosswalk or Detailed Reference-Crosswalk under the ACRS tab.

Office Symbol:

AAHS-RDR-R

ORL Name:

https://train.arims.army.mil/ARIMS/App/RMAssist>ListORL/

List of ORLs

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

 **ARIMS TRAINING**
Army Records Information Management System

HOME SEARCH UPLOAD ORLs & FOLDERS MANAGE MY ACCOUNT HELP ADMIN REPORTS

ORLs & FOLDERS > OFFICE RECORDS LIST > LIST ORLs

 FAVORITES

Office Records List

LIST OF ORLs

Create ORLs | [List ORLs](#)
Reorganize ORLs | [ORL Report](#)

ORL Library

Proposed ORLs

This is a list of all ORLs for a selected Office Symbol. Select the ACOM/ASCC/DRU, the Unit, and the Office Symbol and click the Submit button. Once the ORL has been selected, then you may choose to update, rename, view/print, or submit an ORL as proposed.

Folders

ACOM/ASCC/DRU: HQDA

Unit: US AHS - W313AA

Office Symbol: AAHS-RDR-R

Submit

https://train.arims.army.mil/ARIMS/App/RMAssist>ListORL>List

List of ORLs

FAVORITES

Office Records List

LIST OF ORLS

Create ORLs | List ORLs

Reorganize ORLs | ORL Report

ORL Library

Proposed ORLs

This is a list of all ORLs for a selected Office Symbol. Select the ACOM/ASCC/DRU, the Unit, and the Office Symbol and click the Submit button. Once the ORL has been selected, then you may choose to update, rename, view/print, or submit an ORL as proposed.

Folders

ACOM/ASCC/DRU: HQDA

Unit: US AHS - W313AA

Office Symbol: AAHS-RDR-R *

Submit

ORL Name Year Status ACOM/ASCC/DRU Unit Office Symbol

OAA Training	2045	Approved	HQDA	US AHS	AAHS-RDR-R
ORL for Trainng	2044	Approved	HQDA	US AHS	AAHS-RDR-R
ARIMS Training ORL	2041	Approved	HQDA	US AHS	AAHS-RDR-R
Records Management Division	2014	Approved	HQDA	US AHS	AAHS-RDR-R
Records Management Division	2013	Approved	HQDA	US AHS	AAHS-RDR-R
2012 - Records Management Division	2012	Approved	HQDA	US AHS	AAHS-RDR-R

Edit Rename View/Print Submit as Proposed

javascript:_doPostBack('ctl00\$ContentPlaceHolder1\$gvwORLList','Select\$3')

https://train.arims.army.mil/ARIMS/App/RMAssist/Folders/ListF List Folders

Request access to restricted folders, select the View All option, click the check boxes beside the folder title you need access to and click the Request Records button. To create and print barcode labels for hard copy folders click the Hard Copy option, click the check box beside the folder title and click the Print Barcode button.

US AHS - W313AA

Office Symbol: AAHS-RDR-R

Office Records List: 2014 - Records Management Division

Folder Type: View All Electronic Hard Copy

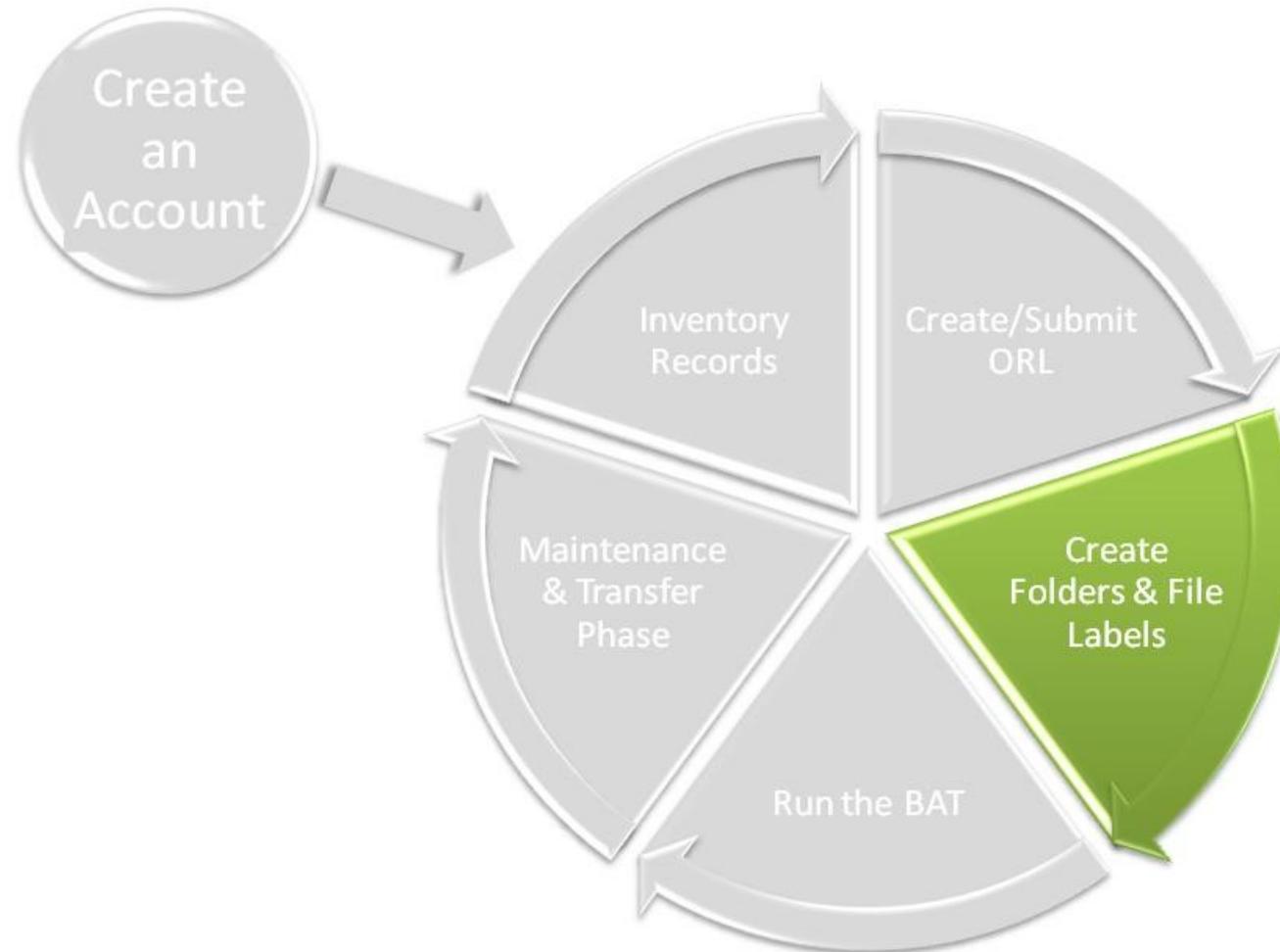
<input type="checkbox"/>	<u>Folder Title</u>	<u>Record Sub-series and Number</u>	<u>Retention Period</u>	<u>Special Collection</u>	<u>Media Type</u>	<u>Status</u>
	Administrative Assistant - 0301	800D	0-6	None	Hardcopy	Checked Out
	Director	800D	0-6	None	Hardcopy	Checked Out
	IS Attempted Intrusions	400B	6+	None	Electronic	Opened
	IS Attempted Intrusions - Unclassified	400B	0-6	None	Electronic	Opened
	IS Suspected Intrusions	400B	6+	None	Electronic	Opened
	IS Suspected Intrusions - Unclassified	400B	0-6	None	Electronic	Opened
	IT - Specialist - 2210	800D	0-6	None	Hardcopy	Checked Out
	Management Analyst - 343	800D	0-6	None	Hardcopy	Checked Out
	Manager	800D	0-6	None	Hardcopy	Checked Out
	Office Job Descriptions	800D	0-6	None	Hardcopy	Checked Out
	Office Records List	800D	0-6	None	Hardcopy	Checked Out
	Successful Intrusions	400B	6+	None	Electronic	Opened



Office of the Administrative Assistant to the Secretary of the Army

www.oaa.army.mil

QUESTIONS



https://train.arims.army.mil/ARIMS/App/MainPage.aspx

ARIMS Home

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA Log Out

ARIMS TRAINING

Army Records Information Management System

U.S.ARMY

HOME SEARCH UPLOAD ORLs & FOLDERS MANAGE MY ACCOUNT HELP ADMIN REPORTS

Welcome to ARIMS, Mitchell Mckiver. You Are Currently Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA

MY FAVORITES

Your Most Used Pages and Functions

My Profile / My Records Manager ►

ARIMS PRODUCTION SITE ►

EDIT YOUR FAVORITES ►

SUBMIT A HELP DESK TICKET ►

Alerts

30 ORLs need your approval.

Login Options

Unit Selection

Select Unit:

Sign in As:

Announcements as of 02/15/2013

- New & Improved Reports for RA, RM & RM-RHAM Users
- System Downtime on February 5th
- Updated BAT for 64-Bit Operating Systems
- System Maintenance Schedule

Previous Announcements

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

Access and use of the system is monitored to ensure security of information contained within. Users of ARIMS should not assume any degree of privacy.

MANAGE APPROVALS

ORLs, Sponsorships, and Other Items Requiring Your Approval

ORL: PBO FILES (2013), Proposed by Morris, Derrick

ORL: FY13 (2013), Proposed by Robinson, Gizelle

Role Escalation: Lawrence Lee, WAWOD0(Records Manager)

Role Escalation: Robert Earle Whittle, WBNHAA(Records Manager)

Unit Access Request: Keomany Vongphrachanh turner, WDPRT0 (RM)

Unit Access Request: Valerie L Key, W1DFAA (AO)

https://train.arims.army.mil/ARMS/App/RMAssist/ORLCREATE/C

U.S. ARMY Army Records Information Management System

HOME SEARCH UPLOAD ORLs & FOLDERS MANAGE MY ACCOUNT HELP ADMIN REPORTS

ORLs & FOLDERS > OFFICE RECORDS LIST > CREATE ORLs > CREATE FROM SCRATCH

+ FAVORITES

Office Records List

ORL Library

Proposed ORLs

Folders

CREATE AN OFFICE RECORDS LIST FROM SCRATCH

Create ORLs | List ORLs

Reorganize ORLs | ORL Report

Create from Scratch | Create by Copying | Create from Library

Create an ORL from Scratch by selecting the Office Symbol, enter the name or title of the ORL in the Office Records List text box, and select the ORL Year. Then, click the Create ORL button. After creation is complete, the ORL can be updated to add record series and retention periods.

Note: If you need an ORL created for years prior to 2012, please ask your Records Officer to submit an online help desk ticket and include the following information: Unitname, UIC, Office Symbol, ORL Name, ORL Year, and a list of all old RRS-A record numbers (i.e. 1a, 105-6a, 25-400-2a, ect.) to be included. The old RRS-A record numbers can be located by using the Quick Reference-Crosswalk or Detailed Reference-Crosswalk under the ACRS tab.

US AHS - W313AA

Office Symbol: AAHS-RDR-R

Name: *

Year: 2013



ARIMS TRAINING

Army Records Information Management System

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | [Log Out](#)[HOME](#) [SEARCH](#) [UPLOAD](#) [ORLs & FOLDERS](#) [MANAGE](#) [MY ACCOUNT](#) [HELP](#) [ADMIN](#) [REPORTS](#)[ORLs & FOLDERS](#) > [FOLDERS](#) > [CREATE FOLDERS](#)[+ FAVORITES](#)[Office Records List](#)[ORL Library](#)[Proposed ORLs](#)[Folders](#)

RECORDS MANAGEMENT - CREATE FOLDERS

[Create Folders](#)[List Folders](#)[Delete Folders](#)[Vital Record Review](#)

This screen allows you to create multiple electronic or hardcopy folders at one time. To create folders, enter the folder names, one per line, into the Names field and click the Add Folder button. All folders that are created will be identical except for the name; they will be based on the same record instruction from the same ORL and in the same year. They will all be in the same Special Collection, if applicable.

A folder may be removed from the creation list by clicking Delete before clicking the Submit button. Once all folders have been added, click Submit to create the folders and to print labels for any hardcopy folders that were created.

If you have multiple hardcopy records that will occupy more than one folder, use the Multi-part checkbox, and enter the total number required in the Count: field.

Note: The following character restrictions apply to electronic folder names if they will be used in the SharePoint System: ~ " # % & * : < > ? / \ { | }. Additionally, the name cannot begin or end with a dot and cannot contain consecutive dots.

US AHS - W313AA

US AHS - W313AA

Office Symbol:

AAHS-RDR-R

Office Records List:

2013 - Records Management Division

Record Series:

800 - Administration

Sub-series:

800D - Administration and Housekeeping

Duration:

0-6



Use RRSA...

Other Retention Period:



Years

Event Driven:



Event Description:

Names of New Folders:

Vital Record:



Multi-part:



Privacy Act:



Calendar Year or Fiscal Year?



Indexing for a Special Collection:

Yes No

Special Collection:

Start by selecting each category:

1. Office Symbol
2. Office Records List
3. Record Series
4. Sub- Series
5. Duration
6. Use RRSA (optional)

	Rec. Category	Record Title	Record Type	Duration	Permanent Record	Event Driven	Privacy Act Number	Record Number
Select...	ADMINISTRATION	General administration correspondence files	Keep	0	No	Yes	NA	1
Select...	HOUSEKEEPING FILES	Office Records List 	Keep	0	No	Yes	NA	1a
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights.	Transfer	0	No	Yes	OPM GOVT-1 OPM GOVT-2	1aa1
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee transferred	Transfer	0	No	No	OPM/GOVT-1, OPM/GOVT-2	1aa2
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee is separated	Transfer	0	No	Yes	OPM GOVT-1 OPM GOVT-2	1aa3
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records -Current employee	Keep	0	No	Yes	OPM/GOVT-1, OPM/GOVT-2	1aa4
Select...	HOUSEKEEPING FILES	Office general management					NA	1b
Select...	HOUSEKEEPING FILES	Office job descriptions					NA	1bb
Select...	HOUSEKEEPING FILES	Office inspections and surveys					NA	1c
Select...	HOUSEKEEPING FILES	Office separations for military service (Superseded; use RN 1cc1 or 1cc2, whichever applies)	Superseded	0	No	No	NA	1cc
Select...	HOUSEKEEPING FILES	Office separations for military service - employee restored	Keep	0	No	Yes	OPM GOVT-1	1cc1
Select...	HOUSEKEEPING FILES	Office separations for military service - Employee not restored	Keep	0	No	Yes	OPM/GOVTG-1	1cc2
Select...	HOUSEKEEPING FILES	Duty reports	Keep	0.5	No	No	NA	1d
Select...	HOUSEKEEPING FILES	Office pending requests	Keep	0	No	Yes	OPM GVT-1;OPM GVT-2;OPM GVT-3;DPR 34;A0690-200DAPE	1dd
Select...	HOUSEKEEPING FILES	Housekeeping instructions	Keep	0	No	Yes	NA	1e
Select...	HOUSEKEEPING FILES	Duty rosters	Keep	0	No	No	NA	1ee
Select...	HOUSEKEEPING FILES	Office organization files	Keep	0	No	No	NA	1f
Select...	HOUSEKEEPING FILES	Office standards of conduct files	Keep	0	No	Yes	A0001bAHRC; OPM/GOVT-1	1ff

Click on the 'Record Title' to view the record instruction details

Cancel

RECORD INSTRUCTION DETAILS

To print Record Instruction Details, change your print preferences to print by Landscape.

Record Category	HOUSEKEEPING FILES
Category Description	These files relate to the housekeeping operations within any office in the Army. They do not relate to the functions or mission of an office. These files accumulate because of the daily administration of an office and its personnel. Housekeeping files must be maintained separately from files documenting the functions or mission of an office. These files may be kept decentralized in each office, centralized in one office, or a mixture of both depending on what is best for each activity.
Record Number	1a
Record Title	Office Records List
Record Description	Approved lists of records numbers for records created by the office.
Record Type	Keep
Disposition	KEN. Event is when superseded or obsolete. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.
Disposition Authority	NN-166-204
Additional Disposition Authority	None
Prescribing Directives	None
Privacy Act Number	NA
Permanent Record	No
Event Driven	Yes
Event Description	supersession or obsolescence
Year Type	Calendar
Duration	0

Click the Close button at the bottom of page to return to RRSA page.

Folders

line, into the Names field and click the Add Folder button. All folders that are created will be identical except for the name, they will be based on the same record instruction from the same ORL and in the same year. They will all be in the same Special Collection, if applicable.

A folder may be removed from the creation list by clicking Delete before clicking the Submit button. Once all folders have been added, click Submit to create the folders and to print labels for any hardcopy folders that were created.

If you have multiple hardcopy records that will occupy more than one folder, use the Multi nod checkbox and enter the total number.

	Rec. Category	Record Title	Record Type	Duration	Permanent Record	Event Driven	Privacy Act Number	Record Number
Select...	ADMINISTRATION	General administration correspondence files	Keep	0	No	Yes	NA	1
Select...	HOUSEKEEPING FILES	Office Records List	Keep	0	No	Yes	NA	1a
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights.	Transfer	0	No	Yes	OPM GOVT-1 OPM GOVT-2	1aa1
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee transferred	Transfer	0	No	No	OPM/GOVT-1, OPM/GOVT-2	1aa2
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee is separated	Transfer	0	No	Yes	OPM GOVT-1 OPM GOVT-2	1aa3
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records -Current employee	Keep	0	No	Yes	OPM/GOVT-1, OPM/GOVT-2	1aa4
Select...	HOUSEKEEPING FILES	Office general management	Keep	0	No	No	NA	1b
Select...	HOUSEKEEPING FILES	Office job descriptions	Keep	0	No	Yes	NA	1bb
Select...	HOUSEKEEPING FILES	Office inspections and surveys	Keep	0	No	Yes	NA	1c
Select...	HOUSEKEEPING FILES	Office separations for military service (Superseded; use RN 1cc1 or 1cc2, whichever applies)	Superseded	0	No	No	NA	1cc
Select...	HOUSEKEEPING FILES	Office separations for military service - employee restored	Keep	0	No	Yes	OPM GOVT-1	1cc1
Select...	HOUSEKEEPING FILES	Office separations for military service - Employee not restored	Keep	0	No	Yes	OPM/GOVTG-1	1cc2
Select...	HOUSEKEEPING FILES	Duty reports	Keep	0.5	No	No	NA	1d
Select...	HOUSEKEEPING FILES	Office pending requests	Keep	0	No	Yes	OPM GVT-1;OPM GVT-2;OPM GVT-3;DPR 34;A0690-200DAPE	1dd
Select...	HOUSEKEEPING FILES	Housekeeping instructions	Keep	0	No	Yes	NA	1e
Select...	HOUSEKEEPING FILES	Duty rosters	Keep	0	No	No	NA	1ee
Select...	HOUSEKEEPING	Office organization files	Keep	0	No	No	NA	1f

Cancel

Fiscal Year

Indexing for a Special Collection:

Yes No

Special Collection:

There must be at least one folder in the 'Names of New Folders' field.

Select 'Electronic' or 'Hardcopy'.

Based on the information in the record instruction details, these items will be automatically populated.

Click 'Add Folders' when finished.

Office Symbol: AAHS-RDR-R

Office Records List: 2013 - Records Management Division

Record Series: 800 - Administration

Sub-series: 800D - Administration and Housekeeping

Duration: 0-6 Use RRS...

Event Driven:

Event Description: supersession or obsolescence

Names of New Folders: Office Records list

Electronic Hard Copy

Vital Record:

Multi-part: Count: Show count in folder name?

Privacy Act:

Calendar Year or Fiscal Year? Calendar Year Fiscal Year

Indexing for a Special Collection: Yes No

Special Collection:

Freeze Code: Yes No

No freeze codes have been assigned to the above folder.

Add Folders

You must add folders before you submit for creation.

Submit

https://train.arims.army.mil/ARIMS/App/RMAssist/Folders/Crea

Create Multiple Folders

Office Records List: 2013 - Records Management Division

Record Series: 800 - Administration

Sub-series: 800D - Administration and Housekeeping

Duration: 0-6 Use RRSA...

Event Driven:

Event Description:

Names of New Folders:

Electronic Hard Copy

Vital Record:

Multi-part: Count: Show count in folder name?

Privacy Act:

The folder has been added to the bottom of the page.
NOTE: User must click 'Submit' to save the folders.

Freeze Code: Yes No

No freeze codes have been assigned to the above folder.

Add Folders

Title	Record Instruction	Special Collection	Vital	
Office Records list	800D	None	No	<input type="button" value="Delete"/>

Submit

Note: The following character restrictions apply to electronic folder names if they will be used in the SharePoint System: ~ " # % & * : < > ? / \ { | }. Additionally, the name cannot begin or end with a dot and cannot contain consecutive dots.

US AHS - W313AA

Office Symbol: AAHS-RDR-R

Office Records List: 2013 - Records Management Division

Record Series: 800 - Administration

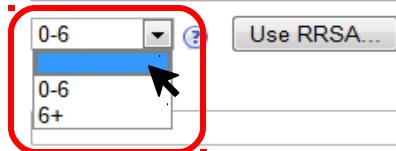
Sub-series: 800D - Administration and Housekeeping

Duration: 0-6

Event Driven: 0-6

Event Description:

Names of New Folders:



When adding multiple record numbers in the same series, the user must reset the 'Duration' after adding folders.

Vital
Medium
Priority
Calendar Year Calendar Year
 Fiscal Year

Indexing for a Special Collection: Yes No

Special Collection:

Freeze Code: Yes No

No freeze codes have been assigned to the above folder.

Add Folders

Title	Record Instruction	Special Collection	Vital	
Office Records List	800D	None	No	Delete

https://train.arims.army.mil/ARIMS/App/RMAssist/Folders/Crea

Create Multiple Folders

Office Symbol: AAHS-RDR-R

Office Records List: 2013 - Records Management Division

Record Series: 800 - Administration

Sub-series: 800D - Administration and Housekeeping

Duration: 0-6 Use RRSAs

Other Retention Period: 0 Years

Event Driven:

Event Description: position is abolished, job description is superseded, or when

Names of New Folders:

Users can create multiple folders under the same series.

Office Job Descriptions

IT - Specialist - 2210

Administrative Assistant - 0301

Management Analyst - 343

Director

Manager

Electronic Hard Copy

Vital Record:

Multi-part:

Count:

Show count in folder name?

Privacy Act:

Calendar Year or Fiscal Year?

Calendar Year

Fiscal Year

Indexing for a Special Collection:

Yes No

Special Collection:

Freeze Code:

Yes No

No freeze codes have been assigned to the above folder.

Add Folders

Title	Record Instruction	Special Collection	Vital	
Office Records list	800D	None	No	Delete

Duration: 0-6 Use RRSA...

Event Driven:

Event Description:

Names of New Folders:

Electronic Hard Copy

Vital Record:

Multi-part: Count:

Show count in folder name?

Privacy Act:

Calendar Year or Fiscal Year?

Indexing
Collection

Special
Collection

Freeze

It is a good practice to
'Submit' your folders every
5-10 minutes to avoid
being logged out by ARIMS.

No freeze codes have been assigned to the above folder.

Add Folders

Title	Record Instruction	Special Collection	Vital	
Office Records List	800D	None	No	Delete
Office Job Descriptions	800D	None	No	Delete
IT - Specialist - 2210	800D	None	No	Delete
Administrative Assistant - 0301	800D	None	No	Delete
Management Analyst - 0343	800D	None	No	Delete
Director	800D	None	No	Delete
Manager	800D	None	No	Delete

Submit

https://train.arims.army.mil/ARIMS/App/RIPS/Hardcopy/Transf Print Barcode

This page shows the layout of the labels that will be generated and displayed. The window is set to "None" before printing, check your labels. If they did not print correctly, you may reprint without reselecting your list.

Use the Advanced Options button to select labels to be printed. Note: Folder Name is not displayed on the labels.

After clicking submit, the 'Print Labels' screen will appear. If you are not done creating folders, close this screen.

NOTE: Reprinting labels is covered in this presentation.

very 5161 or equivalent). Note click the "Print" button, a PDF file is generated. Set the **Scaling option in the print dialog** to 100% to print the originally used page of labels. After printing, the labels will be formatted on your printer. If the scaling is set to 100%, the page you will not be able to fit on the page.

Entered Folder Name for the labels will not display on the labels.

800D Office Records list : Administration and Housekeeping PA:Y Destroy in CFA 0-6 years after supersession or obsolescence. (13)	800D Office Job Descriptions : Administration and Housekeeping PA:Y Keep until NLN after position is abolished, job description is superseded, NTE 6 years, then destroy. (13)
800D IT - Specialist - 2210 : Administration and Housekeeping PA:Y Keep until NLN after position is abolished, job description is superseded, NTE 6 years, then destroy. (13)	800D Adminsitrative Assistant - 0301 : Administration and Housekeeping PA:Y Keep until NLN after position is abolished, job description is superseded, NTE 6 years, then destroy. (13)
800D Management Analyst - 343 : Administration and Housekeeping PA:Y Keep until NLN after position is abolished, job description is superseded, NTE 6 years, then destroy. (13)	800D Director : Administration and Housekeeping PA:Y Keep until NLN after position is abolished, job description is superseded, NTE 6 years, then destroy. (13)
800D Manager : Administration and Housekeeping PA:Y Keep until NLN after position is abolished, job description is superseded, NTE 6 years, then destroy. (13)	



Office of the Administrative Assistant to the Secretary of the Army

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QUESTIONS



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Reprinting Labels

https://train.arims.army.mil/ARIMS/App/RMAssist/Folders/Crea     Create Multiple Folders 

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | [Log Out](#)

 **ARIMS TRAINING**
Army Records Information Management System

[HOME](#) [SEARCH](#) [UPLOAD](#) [ORLs & FOLDERS](#) [MANAGE](#) [MY ACCOUNT](#) [HELP](#) [ADMIN](#) [REPORTS](#)

[ORLs & FOLDERS](#) > [FOLDERS](#) > [CREATE FOLDERS](#)

[+ FAVORITES](#)

Office Records List

ORL Library

Proposed ORLs

Folders 

RECORDS MANAGEMENT - CREATE FOLDERS

[Create Folders](#) | [Delete Folders](#)

[List Folders](#)  | [Vital Record Review](#)

This screen allows you to create multiple electronic or hardcopy folders at one time. To create folders, enter the folder names, one per line, into the Names field and click the Add Folder button. All folders that are created will be identical except for the name; they will be based on the same record instruction from the same ORL and in the same year. They will all be in the same Special Collection, if applicable.

A folder may be removed from the creation list by clicking Delete before clicking the Submit button. Once all folders have been added, click Submit to create the folders and to print labels for any hardcopy folders that were created.

If you have multiple hardcopy records that will occupy more than one folder, use the Multi-part checkbox, and enter the total number required in the Count: field.

Note: The following character restrictions apply to electronic folder names if they will be used in the SharePoint System: ~ " # % & * : < > ? / \ { | }. Additionally, the name cannot begin or end with a dot and cannot contain consecutive dots.

US AHS - W313AA

https://train.arims.army.mil/ARIMS/App/RMAssist/Folders>ListF Army Records Information Ma... List Folders

US AHS - W313AA

Office Symbol: AAHS-RDR-R

Office Records List: 2013 - Records Management Division

Folder Type: View All Electronic Hard Copy

<input type="checkbox"/>	<u>Folder Title</u>	<u>Record Sub-series and Number</u>	<u>Retention Period</u>	<u>Special Collection</u>	<u>Media Type</u>	<u>Status</u>
	Administrative Assistant - 0301	800D	0-6	None	Hardcopy	Checked Out
	Director	800D	0-6	None	Hardcopy	Checked Out
	IS Attempted Intrusions - Classified	400B	6+	None	Electronic	Opened
	IS Attempted Intrusions - Unclassified	400B	0-6	None	Electronic	Opened
	IS Suspected Instructions - Unclassified	400B	0-6	None	Electronic	Opened
	IS Suspected Instructions - Classified	400B	6+	None	Electronic	Opened
	Management Analyst - 342	800D	0-6	None	Hardcopy	Checked Out
	Manager	800D	0-6	None	Hardcopy	Checked Out
	Office Job Descriptions	800D	0-6	None	Hardcopy	Checked Out
	Office Records List	800D	0-6	None	Hardcopy	Checked Out
	Resource Management	800D	6+	None	Hardcopy	Checked Out
	Successful Intrusion - Unclassified	400B	0-6	None	Electronic	Opened
	Successful Intrusion - Classified	400B	6+	None	Electronic	Opened
	T - Specialist - 2210	800D	0-6	None	Hardcopy	Checked Out
	Un-successful Intrusion - Classified	400B	6+	None	Electronic	Opened
	Un-successful Intrusion - Unclassified	400B	0-6	None	Electronic	Opened

https://train.arims.army.mil/ARIMS/App/RMAssist/Folders/ListF

RECORDS MANAGEMENT - LIST FOLDERS

Create Folders | Delete Folders
List Folders | Vital Record Review

This screen allows you to request access to restricted folders, print barcode labels for hard copy folders, and view folder details. To request access to restricted folders, select the View All option, click the check boxes beside the folder title you need access to and click the Request Records button. To create and print barcode labels for hard copy folders click the Hard Copy option, click the check box beside the folder title and click the Print Barcode button.

US AHS - W313AA

Office Symbol: AAHS-RDR-R

Office Records List: 2013 - Records Management Division

Folder Type: View All Electronic Hard Copy

Folder Title	Record Sub-series and Number	Retention Period	Special Collection	Media Type	Status
<input checked="" type="checkbox"/> Administrative Assistant - 0301	800D	0-6	None	Hardcopy	Checked Out
<input checked="" type="checkbox"/> Director	800D	0-6	None	Hardcopy	Checked Out
<input checked="" type="checkbox"/> Management Analyst - 342	800D	0-6	None	Hardcopy	Checked Out
<input checked="" type="checkbox"/> Manager	800D	0-6	None	Hardcopy	Checked Out
<input checked="" type="checkbox"/> Office Job Descriptions	800D	0-6	None	Hardcopy	Checked Out
<input checked="" type="checkbox"/> Office Records List	800D	0-6	None	Hardcopy	Checked Out
<input checked="" type="checkbox"/> Resource Management	800D	6+	None	Hardcopy	Checked Out
<input checked="" type="checkbox"/> T- Specialist - 2210	800D	0-6	None	Hardcopy	Checked Out

Print Labels

https://train.arims.army.mil/ARIMS/App/RIPS/Hardcopy/Transfi

Print Barcode

PRINT LABELS

This page shows the layout of the labels for your selected folders. The labels are formatted for 1"x4" labels, 20 to a sheet (Avery 5161 or equivalent). Note that the label borders shown on this page will not print, they are just there to aid in visualizing the label layout. When you click the "Print" button, a PDF file will be generated and displayed. From the PDF viewer, select the Printer icon to print your label pages. **Ensure that the Page Scaling option in the print window is set to "None" before clicking OK to print your labels.** Select a starting row greater than one to print on a partially used page of labels. After printing, check your labels. The format of the labels on this web browser screen may not exactly match how the labels will be formatted on your printer. If they did not print correctly, you may adjust settings and then print them again before leaving this page. If you have left the page you will not be able to reprint without reselecting your list of folders.

Use the Advanced Options button to indicate whether or not you want to show the ACRS Instruction Title and/or the User-entered Folder Name for the labels to be printed. Note: Folder titles are limited to the first two lines. Titles exceeding the two line limit will be cutoff and not display on the labels.

Print **Close** Start at Row #: **1** Advanced Options >>

800D Resource Management :Administration and Housekeeping PA:NA Keep in CFA until , TRF RHA. (13)	 095636441206111311
800D Administrative Assistant - 0301 : Administration and Housekeeping PA:Y Keep until NLN after 2 years old for action documents or when NLN for n , NTE 6 years, then destroy. (13)	800D Director : Administration and Housekeeping PA:Y Keep until NLN after supersession or obsolescence , NTE 6 years, (13) then destroy.
800D Management Analyst - 342 : Administration and Housekeeping PA:Y Keep until NLN after employee separates or transfers , NTE 6 years, then destroy. (13)	800D Manager : Administration and Housekeeping PA:Y Keep until NLN, NTE 6 years, then destroy. (13)

https://train.arims.army.mil/ARIMS/App/RIPS/Hardcopy/Transfi

Print Barcode

PRINT LABELS

This page shows the layout of the labels for your selected folders. The labels are formatted for 1"x4" labels, 20 to a sheet (Avery 5161 or equivalent). Note that the label borders shown on this page will not print, they are just there to aid in visualizing the label layout. When you click the "Print" button, a PDF file will be generated and displayed. From the PDF viewer, select the Printer icon to print your label pages. **Ensure that the Page Scaling option in the print window is set to "None" before clicking OK to print your labels.** Select a starting row greater than one to print on a partially used page of labels. After printing, check your labels. The format of the labels on this web browser screen may not exactly match how the labels will be formatted on your printer. If they did not print correctly, you may adjust settings and then print them again before leaving this page. If you have left the page you will not be able to reprint without reselecting your list of folders.

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Start at Row #: Advanced Options >>

800D Resource Management :Administration and Housekeeping PA:NA Keep in CFA until , TRF RHA. (13)	 095636441206111311
800D Administrative Assistant - 0301 : Administration and Housekeeping PA:Y Keep until NLN after 2 years old for action documents or when NLN for n , NTE 6 years, then destroy. (13)	800D Director : Administration and Housekeeping PA:Y Keep until NLN after supersession or obsolescence , NTE 6 years, (13) then destroy.
800D Management Analyst - 342 : Administration and Housekeeping PA:Y Keep until NLN after employee separates or transfers , NTE 6 years, then destroy. (13)	800D Manager : Administration and Housekeeping PA:Y Keep until NLN, NTE 6 years, then destroy. (13)

Do you want to open or save PrintLabels.pdf (38.1 KB) from train.arims.army.mil?



Tools Sign Comment

Sign In



095636441206111311

800D Resource Management: Administration and Housekeeping (13)

PA:NA

Keep in CFA until , TRF RHA.

800D Administrative Assistant - 0301: Administration and Housekeeping (13)

PA:Y

Keep until NLN after 2 years old for action documents or when NLN for n , NTE 6 years, then destroy.

800D Management Analyst - 342: Administration and Housekeeping (13)

PA:Y

Keep until NLN after employee separates or transfers , NTE 6 years, then destroy.

800D Office Job Descriptions: Administration and Housekeeping (13)

PA:Y

Keep until NLN after position is abolished, job description is supersed , NTE 6 years, then destroy.

800D T - Specialist - 2210: Administration and Housekeeping (13)

PA:Y

Keep until NLN after employee separates to enter military service , NTE 6 years, then destroy.

800D Director: Administration and Housekeeping (13)

PA:Y

Keep until NLN after supersession or obsolescence , NTE 6 years, then destroy.

800D Manager: Administration and Housekeeping (13)

PA:Y

Keep until NLN, NTE 6 years, then destroy.

800D Office Records List: Administration and Housekeeping (13)

PA:Y

Keep until NLN after supersession or obsolescence , NTE 6 years, then destroy.

Export PDF Files

Adobe ExportPDF

Convert PDF files to Word or Excel online.

Select PDF File:

 PrintLabels.pdf

1 file / 38 KB

Convert To:

Microsoft Word (*.docx)

Recognize Text in English(U.S.)
Change

Convert

Create PDF Files

Send Files



Print



Printer: Microsoft XPS Document Writer

Properties

Advanced

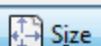
Help ?

Copies: 1

Pages to Print

 All Current page Pages 1

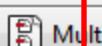
▶ More Options

Page Sizing & Handling 

Size



Poster



Multiple



Booklet

Size Options:

 Fit Actual size Shrink oversized pages Choose paper source by PDF page size

Orientation:

 Auto portrait/landscape Portrait LandscapeWant to print colors as gray & black? 

Comments & Forms

Document and Markups

Summarize Comments

8.5 x 11 Inches



Page 1 of 1

Print

Cancel

Page Setup...

800D
House
PA:Y
Keep u
NTE 6
800D
House
PA:Y
Keep u
NTE 6
800D
PA:Y
Keep u
NTE 6
800D
House
PA:Y
Keep u
destroy

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(13)

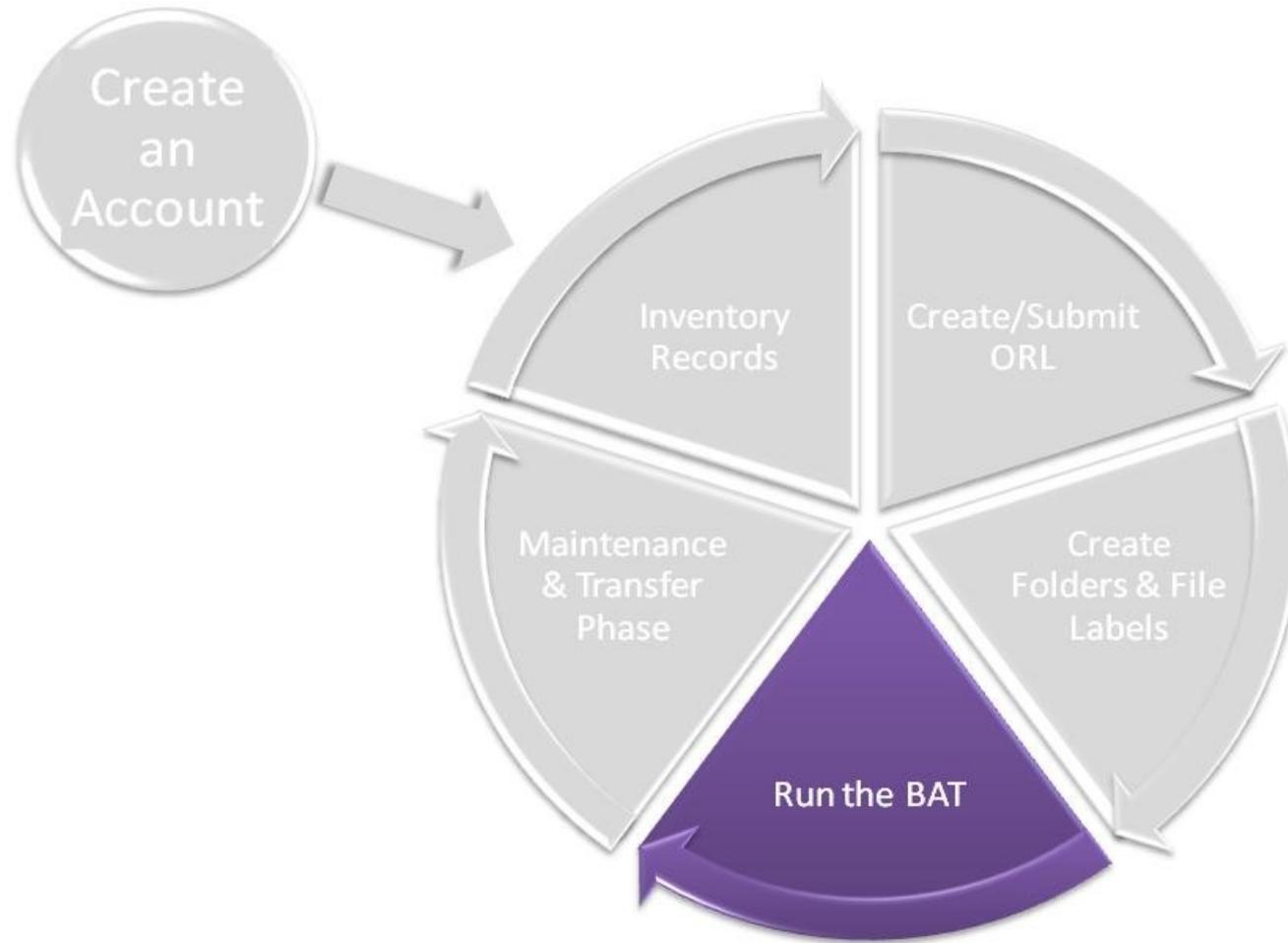
persed ,



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QUESTIONS





Bulk Archive Tool (BAT)

Attributes

- Is a secure transfer tool between ARIMS website, AEA, and an information system.
- Is downloadable on MOST Army computers (refer to your local IMO).
- Only transmits a COPY of 6+ and permanent records to the AEA.
- Can be run anytime, and as often as needed.

NOTE: When permanent records are converted to electronic format, a request for approval to destroy the hardcopy source records must be forwarded to NARA through the RMDA..



Actions to Complete Before Running the BAT

- Create, submit, and receive approved ORL.
- Create electronic folders from your approved ORL in ARIMS.
- Identify location on share point / shared drive or individual drive for the BAT to setup the electronic folders you created.
- Ensure user has appropriate privileges/access on computer system to download BAT software.



Running the BAT for a Share Drive

https://train.arims.army.mil/ARIMS/App/MainPage.aspx

ARIMS Home

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA Log Out

ARIMS TRAINING

Army Records Information Management System

U.S. ARMY

HOME SEARCH UPLOAD ORLs & FOLDERS MANAGE MY ACCOUNT HELP ADMIN REPORTS

Welcome to ARIMS, [Mitchell Mckiver](#). You Are Currently Logged In As: [Mitchell Mckiver](#), Unit: [US AHS-W313AA](#)

MY FAVORITES

Your Most Used Pages and Functions

My Profile / My Records Manager ►

ARIMS PRODUCTION SITE ►

EDIT YOUR FAVORITES ►

SUBMIT A HELP DESK TICKET ►

Alerts

20 ORLs need your approval.

Login Options

Unit Selection

Select Unit: ▾

Sign in As: Go

Announcements as of 02/15/2013

- New & Improved Reports for RA, RM & RM-RHAM Users [+]
- System Downtime on February 5th [+]
- Updated BAT for 64-Bit Operating Systems [+]
- System Maintenance Schedule [+]

Previous Announcements

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

Access and use of the system is monitored to ensure security of information contained within. Users of ARIMS should not assume any degree of privacy.

MANAGE APPROVALS

ORLs, Sponsorships, and Other Items Requiring Your Approval

ORL: PBO FILES (2013), Proposed by Morris, Derrick

ORL: FY13 (2013), Proposed by Robinson, Gizelle

Role Escalation: Joshua Lane Peacock, WSBYT2(Records Manager)

Role Escalation: Lawrence Lee, WAW0D0(Records Manager)

Unit Access Request: Sally A Ford, W1DXP1 (RM)

Unit Access Request: Keomany Vongphrachanh turner, WDPRT0 (RM)



ARIMS TRAINING

Army Records Information Management System

HOME

SEARCH

UPLOAD

ORLs & FOLDERS

MANAGE

MY ACCOUNT

HELP

ADMIN

REPORTS

UPLOAD > BULK UPLOAD

+ FAVORITES

Bulk Upload

BULK ARCHIVE TOOL

Use this page to deploy the Bulk Archive Tool (BAT). The BAT can be used to upload multiple documents or emails into the ARIMS Army Electronic Archive. When you click on one of the links below the BAT will be downloaded onto your computer. The BAT will be automatically installed with user approval if 1) the BAT has never been installed on your computer or 2) the BAT has been upgraded since you last used it.

See the BAT User's Guide in the [References](#) section of ARIMS for further information on the use of the Bulk Archive Tool.

32-Bit Version

[Run the Bulk Archive Tool \(File System\) ➔](#)

[Run the Bulk Archive Tool \(Email System\) ➔](#)

64-Bit Version

[Run the Bulk Archive Tool \(File System\) ➔](#)

[Run the Bulk Archive Tool \(Email System\) ➔](#)

ARIMS TRAINING

U.S.ARMY

HOME

UPLOAD > BULK

Bulk Upload

Document

ARIMS

Army Records Information Management System

Configuration Folders Legend Log

Folder Tree

Root Folder C:\

Office Symbol WCD299 -- NETC-AWD

ORL Folder

Options

Remember last selected Office Records List

Close program after successful upload

Please Wait

The application is performing an action that could take a long time.

Cancel

Update Folders Close

Run the Bulk Archive Tool (File System) ►

Run the Bulk Archive Tool (Email System) ►

ARIMS

T will be

upgraded

https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr

Bulk Archive Tool

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

ARIMS TRAINING

Army Records Information Management System

HOME

UPLOAD > Bulk

Bulk Upload

Document

RTS

RITES

ARIMS Bulk Archive Tool

ARIMS

Army Records Information Management System

Configuration Folders Legend Log

Folder Tree

Root Folder: C:\

Office Symbol: W313AA - AAHS-RDR-R

Office Records List: 2045 - OAA Training

ORL Folder: C:\W313AA - AAHS-RDR-R\2045 - OAA Training

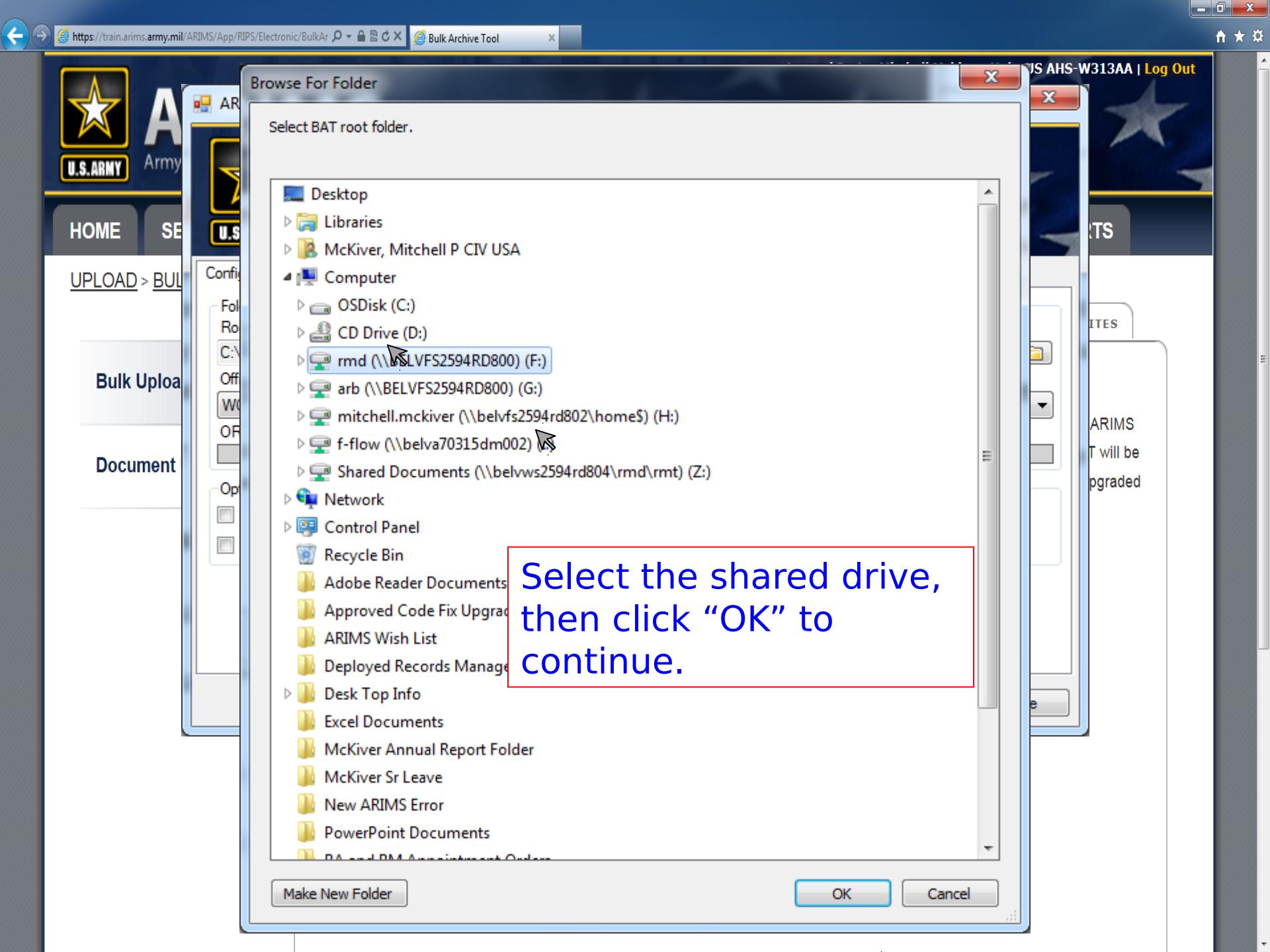
Options

Remember last selected Office Records List

Close program after successful upload

The BAT defaults to the C: drive.
Click the 'Browse Folders' button to select the shared drive.

Run the



Select the shared drive, then click "OK" to continue.

https://www.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkA

Bulk Archive Tool

Unclassified

Loaded In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

ARIMS Bulk Archive Tool

ARIMS Army Records Information Management System

Configuration Folders Legend Log

Folder Tree

Root Folder: F:\

Office Symbol: W313AA - AAHS-RDR-R

Office Records List: 2012 - 2012 - Records Management Division

ORL Folder: F:\W313AA - AAHS-RDR-R\2012 - 2012 - Records Management Division

Options

Remember last selected Office Records List

Close program after successful upload

Update Folders Close

64-Bit Version

Run the Bulk Archive Tool (File System) ►

Run the Bulk Archive Tool (Email System) ►

HOME SEARCH

UPLOAD > BULK UPLOAD

Bulk Upload

Document Upload

https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr

Bulk Archive Tool

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

ARIMS TRAINING

ARIMS Army Records Information Management System

Configuration Folders Legend Log

Folder Tree

Root Folder: F:\

Office Symbol: W313AA - AAHS-RDR-R

Office Records List: 2013 - Records Management Division

ORL Folder: F:\W313AA - AAHS-RDR-R\2013 - Records Management Division

Options

Remember last selected Office Records List

Close program after successful upload

Use the dropdown menu to select the UIC, office symbol and ORL. Click update folders

Update Folders Close

Run the Bulk Archive Tool (File System) ►

Run the Bulk Archive Tool (Email System) ►

ARIMS
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HOME

UPLOAD > BULK

Bulk Upload

Document

https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr

Bulk Archive Tool

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

ARIMS TRAINING

U.S.ARMY

HOME

UPLOAD > BU

Bulk Upload

Document

PORTS

AVORITES

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een upgraded
Tool.

ARIMS Bulk Archive Tool

ARIMS Army Records Information Management System

Configuration Folders Legend Log

Folder/File name

Upload Progress Bar

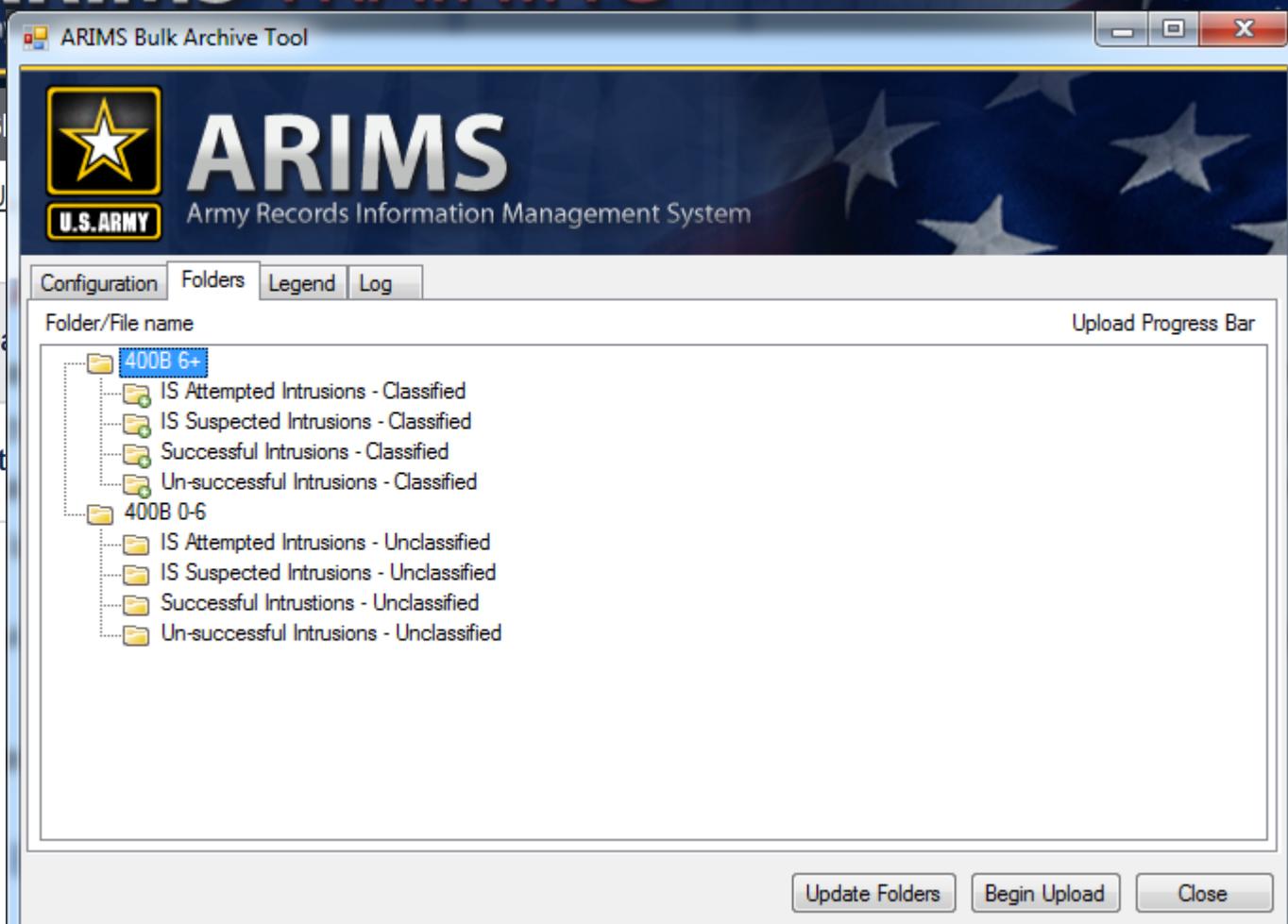
400B 6+
IS Attempted Intrusions - Classified
IS Suspected Intrusions - Classified
Successful Intrusions - Classified
Un-successful Intrusions - Classified

400B 0-6
IS Attempted Intrusions - Unclassified
IS Suspected Intrusions - Unclassified
Successful Intrusions - Unclassified
Un-successful Intrusions - Unclassified

Update Folders Begin Upload Close

Run the Bulk Archive Tool (File System) ►

Run the Bulk Archive Tool (Email System) ►



Computer > rmd (\BELVFS2594RD800 (F:) > W313AA -- AAHS-RDR-R > 2013 - Records Management Division > Search 2013 - Records Mana... 

Organize ▾ Burn New folder

EmailRMWG Bkg
Ex RMD Data
FORSCOM
GovRims
Hedberg
Historical items prior to 2010
Initiatives
Jt Staff
KE 1-201d SAV 2010
NDU MOA Personal Collection
ORG PROJECT EQF
ORL 2011 RMD
RM_Big_Bucket_Project
RMD's PSTs
SF 115s
SF135 Database
SF258s
TAPES Examples
Training
W313AA -- AAHS-RDD
W313AA -- AAHS-RDO
W313AA -- AAHS-RDR-C
W313AA -- AAHS-RDR-R

2010 - ARB ORL
2011 - 2011 - ARB ORL
2011 - ARB ORL
2011 - RMDA
2012 - 2011 - AOT
2012 - 2012 - Records Management Division
2012 - ARB ORL

2013 - Records Management Division

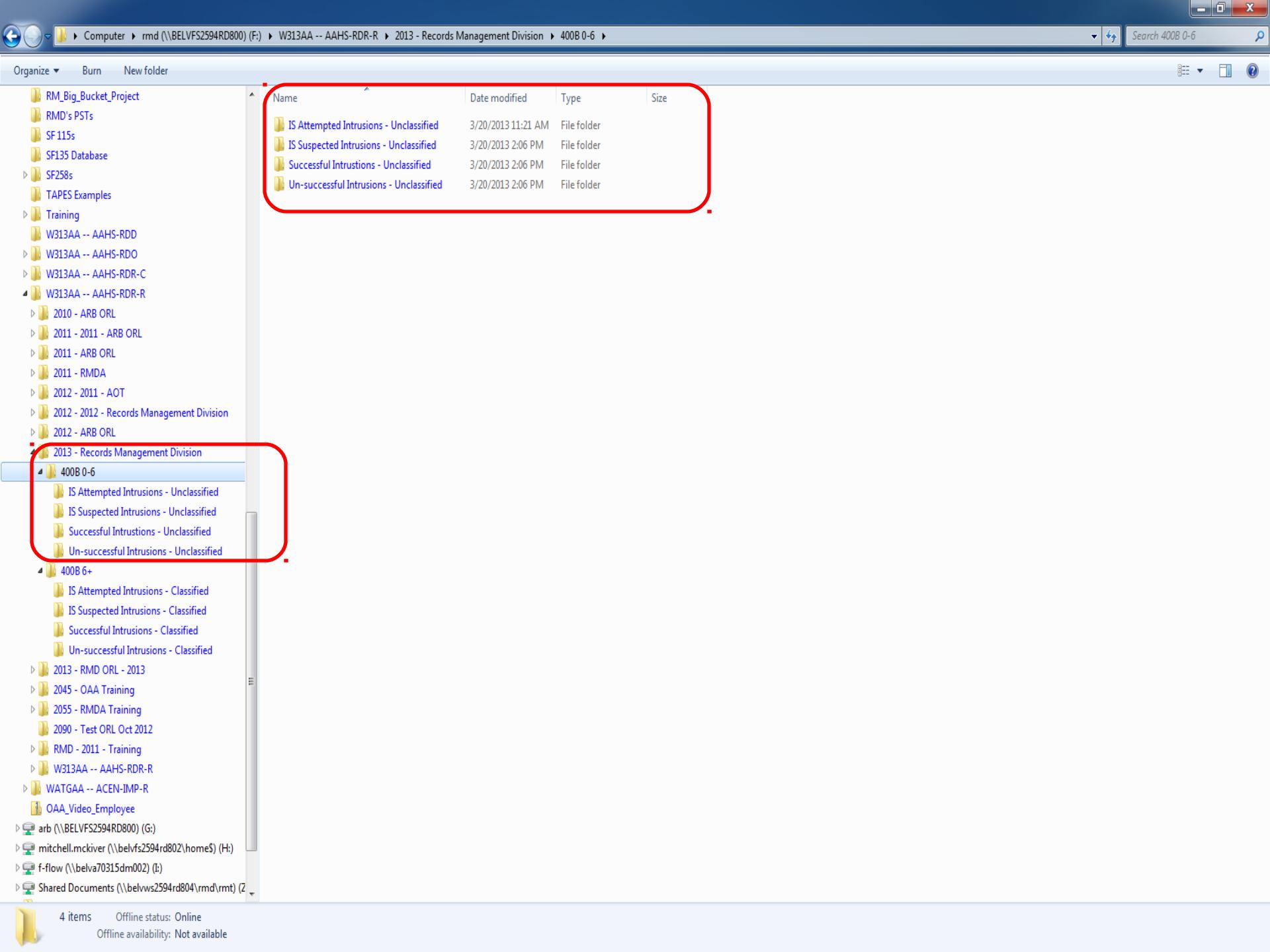
400B 0-6
400B 6+

2013 - RMD ORL - 2013
2045 - OAA Training
2055 - RMDA Training
2090 - Test ORL Oct 2012
RMD - 2011 - Training
W313AA -- AAHS-RDR-R
WATGAA -- ACEN-IMP-R
OAA_Video_Employee

2 items Offline status: Online
Offline availability: Not available

Name	Date modified	Type	Size
400B 0-6	3/20/2013 11:21 AM	File folder	
400B 6+	3/20/2013 11:21 AM	File folder	

Empty folders have been created on the share drive, and are ready to have files placed into the correct subfolders.





Computer > rmd (\BELVFS2594RD800) (F) > W313AA -- AAHS-RDR-R > 2013 - Records Management Division > 400B 6+ > Search 400B 6+

Organize Burn New folder

Name	Date modified	Type	Size
IS Attempted Intrusions	3/20/2013 12:04 PM	File folder	
IS Suspected Intrusions	3/20/2013 2:06 PM	File folder	
Successful Intrusions	3/20/2013 2:06 PM	File folder	
Un-successful Intrusions	3/20/2013 2:06 PM	File folder	

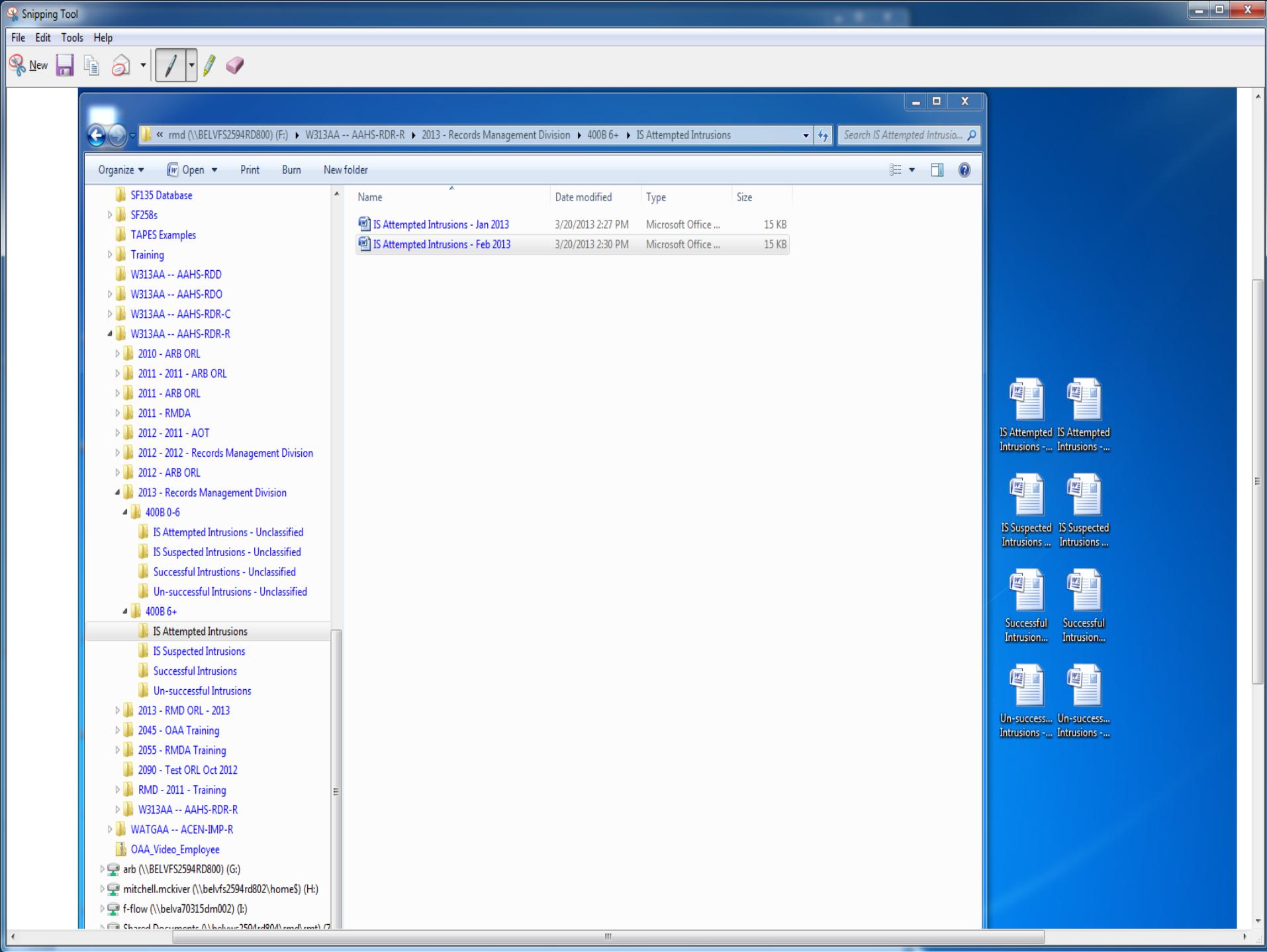
400B 6+ <--

IS Attempted Intrusions - Unclassified
IS Suspected Intrusions - Unclassified
Successful Intrusions - Unclassified
Un-successful Intrusions - Unclassified

2013 - RMD ORL - 2013
2045 - OAA Training
2055 - RMDA Training
2090 - Test ORL Oct 2012
RMD - 2011 - Training
W313AA -- AAHS-RDR-R
WATGAA -- ACEN-IMP-R
OAA_Video_Employee
arb (\BELVFS2594RD800) (G)
mitchell.mckiver (\belvfs2594rd802\home\$) (H)
f-flow (\belvfa70315dm002) (I)
Shared Documents (\belvws2594rd804\rmd\rmt) (Z)
BAT Training

Drag and drop files into the appropriate subfolder.

IS Attempted Intrusions ...
IS Suspected Intrusions ...
Successful Intrusions ...
Un-successful Intrusions ...





ARIMS TRAINING

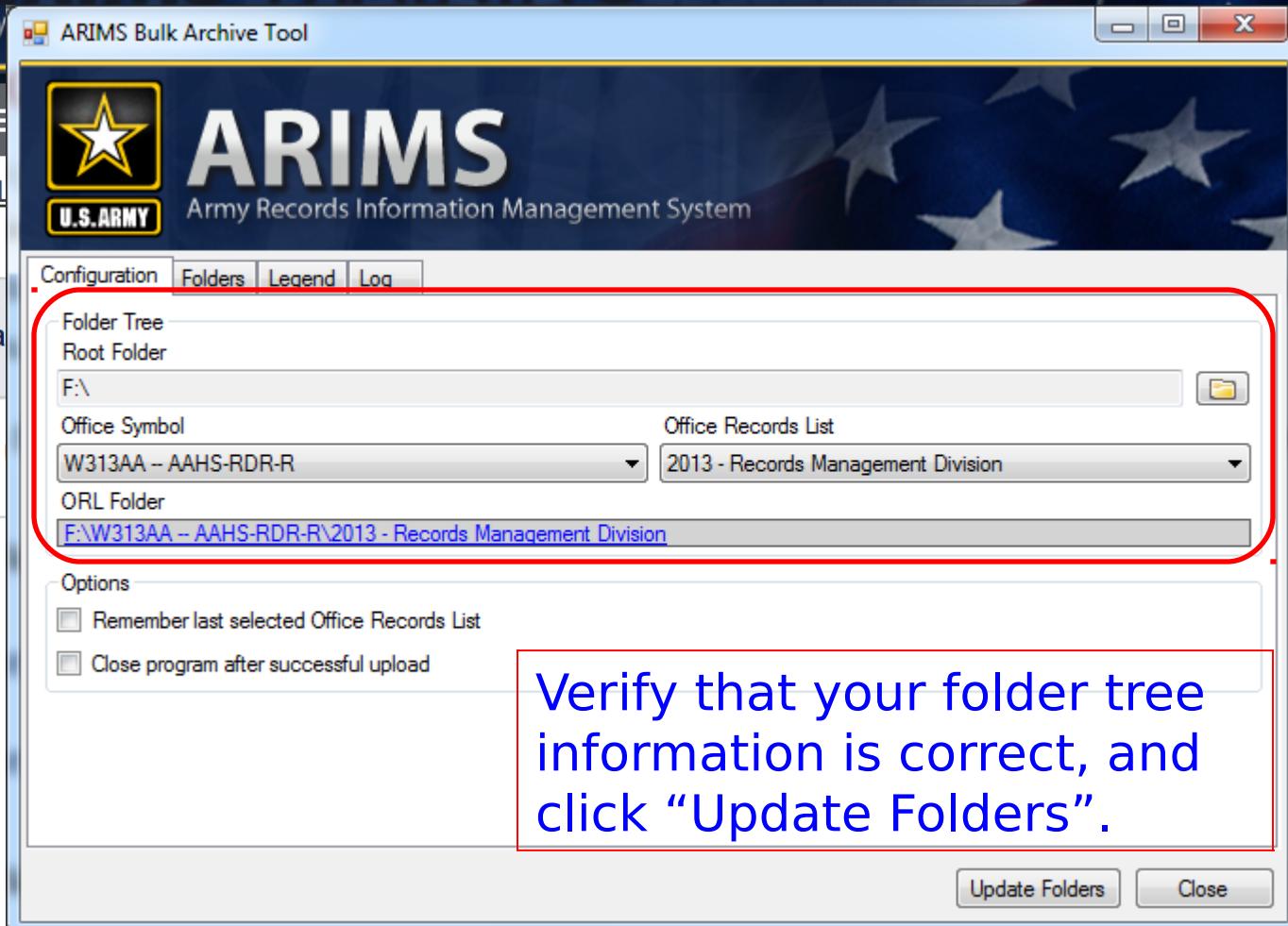
HOME

SE

UPLOAD > BUL

Bulk Upload

Document



Run the Bulk Archive Tool (File System) ➔

Run the Bulk Archive Tool (Email System) 

ARIMS TRAINING

U.S.ARMY

HOME

UPLOAD

Bulk

Docu

ARIMS Bulk Archive Tool

ARIMS Army Records Information Management System

Configuration Folders Legend Log

Folder/File name

Upload Progress Bar

400B 6+ (highlighted)

- IS Attempted Intrusions
 - IS Attempted Intrusions - Feb 2013.docx
 - IS Attempted Intrusions - Jan 2013.docx
- IS Suspected Intrusions
 - IS Suspected Intrusions - Feb 2013.docx
 - IS Suspected Intrusions - Jan 2013.docx
- Successful Intrusions
 - Successful Intrusions - Feb 2013.docx
 - Successful Intrusions - Jan 2013.docx
- Un-successful Intrusions
 - Un-successful Intrusions - Feb 2013.docx
 - Un-successful Intrusions - Jan 2013.docx

400B 0-6

- IS Attempted Intrusions - Unclassified
- IS Suspected Intrusions - Unclassified

The BAT recognizes the new files placed into the subfolder, and displays files to upload icon and empty progress bars.

https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr

Bulk Archive Tool

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

ARIMS TRAINING

U.S.ARMY

ARIMS Bulk Archive Tool

ARIMS Army Records Information Management System

Configuration Folders Legend Log

Folder/File name

Upload Progress Bar

Please Wait

The application is performing an action that could take a long time.

Cancel

400B 6+

- IS Attempted Intrusions
 - IS Attempted Intrusions
 - IS Attempted Intrusions
- IS Suspected Intrusions
 - IS Suspected Intrusions
 - IS Suspected Intrusions
- Successful Intrusions
 - Successful Intrusions
 - Successful Intrusions
- Un-successful Intrusions
 - Un-successful Intrusions - Feb 2013.docx
 - Un-successful Intrusions - Jan 2013.docx

400B 0-6

- IS Attempted Intrusions - Unclassified
- IS Suspected Intrusions - Unclassified

Progress Progress

Progress Progress

Progress Progress

Progress Progress

Progress Progress

Progress Progress

Update Folders Begin Upload Close

HOME UPLOAD Bulk Docu

Progress Progress

Progress Progress

Progress Progress

Progress Progress

Progress Progress

Progress Progress



Run the Bulk Archive Tool (File System) ►

Run the Bulk Archive Tool (Email System) ►

ARIMS TRAINING

U.S.ARMY

HOME

UPLOAD > BULK

Bulk Upload

Document

ARIMS Bulk Archive Tool

ARIMS

Army Records Information Management System

Configuration Folders Legend Log

Folder/File name

Upload Progress Bar

IS Attempted Intrusions - Feb 2013.docx
IS Attempted Intrusions - Jan 2013.docx

IS Suspected Intrusions
IS Suspected Intrusions - Feb 2013.docx
IS Suspected Intrusions - Jan 2013.docx

Successful Intrusions
Successful Intrusions - Feb 2013.docx
Successful Intrusions - Jan 2013.docx

Un-successful Intrusions
Un-successful Intrusions - Feb 2013.docx
Un-successful Intrusions - Jan 2013.docx

400B U-6
IS Attempted Intrusions - Unclassified
IS Suspected Intrusions - Unclassified
Successful Intrusions - Unclassified
Un-successful Intrusions - Unclassified

Run the Bulk Archive Tool (File System)

Run the Bulk Archive Tool (Email System) ➡

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

ARIMS
T will be
rgarded

After completion, the files transferred to the AEA icon is displayed. Note: It can take up to 24 hours for the files to be visible in the Master Index but are immediately available via the List Folders function.

HOME

SEARCH

UPLOAD

ORLs & FOLDERS

MANAGE

MY ACCOUNT

HELP

ADMIN

REPORTS

ORLs & FOLDERS > FOLDERS > LIST FOLDERS

+ FAVORITES

Office Records List

ORL Library

Proposed ORLs

Folders

RECORDS MANAGEMENT - LIST FOLDERS

Create Folders

Delete Folders

List Folders

Vital Record Review

This screen allows you to request access to restricted folders, click the Request Records button, check box beside the folder title and

Verify that your documents have been uploaded into ARIMS. Click on the “Folder Title” to display the “Folder Details”

Office Symbol: AAHS-RDR-R

Office Records List: 2013 - Records Management Division

Folder Type: View All Electronic Hard Copy

<input type="checkbox"/>	Folder Title	Record Sub-series and Number	Retention Period	Special Collection	Media Type	Status
<input type="checkbox"/>	IS Attempted Intrusions	400B	6+	None	Electronic	Opened
<input type="checkbox"/>	IS Attempted Intrusions - Unclassified	400B	0-6	None	Electronic	Opened
<input type="checkbox"/>	IS Suspected Intrusions	400B	6+	None	Electronic	Opened
<input type="checkbox"/>	IS Suspected Intrusions - Unclassified	400B	0-6	None	Electronic	Opened

Unit Name:	US AHS
Office Symbol:	AAHS-RDR-R
Record Number:	400B
Retention Period:	30
ACRS Record Title:	Information Management, Military Publications
Disposition Authority Number:	None
Prescribing Directive Number:	None
Created by:	Mitchell Mckiver
Create Date:	3/19/2013 2:44:44 PM
Close Date:	Not Closed
Privacy Act:	Y
Special Collection:	
Vital Record:	No

Click on the “Subject” to view the document.

No freeze codes have been assigned to the above folder.

[Edit Folder Details](#)

Subject	Format	Date Filed or Email Sent	Author	Email Recipient	Electronic Signature	Encrypted
IS Attempted Intrusions - Jan 2013.docx	Word	3/25/2013 11:43:15 AM	Mitchell P. Mckiver		N/A	N/A
IS Attempted Intrusions - Feb 2013.docx	Word	3/25/2013 11:43:16 AM	Mitchell P. Mckiver		N/A	N/A



Office of the Administrative Assistant to the Secretary of the Army

www.oaa.army.mil

QUESTIONS



Running the BAT for SharePoint

http://belva02594rd816/rmd/SitePages/Home.aspx RMD - Home NAE\mitchell.mckiver

Site Actions Browse Page

RMD Home Records Management Declassification Agency

RMD RMDA Homepage RMD Libraries Shared Documents Secure RMD Scheduling Secure PowerPoint Templates RMDA Metrics

Calendar RMD Records Management RM Document Ctr. AOT ABCA Army Scheduling Team Army Records Freeze Official Mail RM Training SAV CONOPS Army Correspondence Program NARA Colaboration

Open the Share Point website, select your unit's tab, and click your office page where the ORL will be located

Search this site...

Welcome to RMD

Announcements

		Title	Modified
		Welcome to SharePoint 2010	6/17/2013 7:11 PM

Add new announcement

Shared Documents

	Type	Name	Modified		Modified By
		2010 ARMA Conference Training Slides	6/21/2013 8:15 AM		NAE\mitchell.mckiver
		2011 AIIM Conference Slides	6/21/2013 8:45 AM		NAE\mitchell.mckiver
		AAA	6/21/2013 9:11 AM		NAE\mitchell.mckiver

Links

	URL
	There are no items to show in this view of the "Links" list. To add a new item, click Add new link

http://belva02594rd816/rmd/rmt/default.aspx

Home - RM Training

Site Actions  Browse Page

NAE\mitchell.mckiver

RM Training

 RM Training

 I Like It  Tags & Notes

Search this site...  

RM Training

RMT Libraries

Shared Documents 

Recycle Bin

All Site Content

Site Actions Browse Library Tools

Documents Library

Standard View Datasheet View New Row Create View All Documents E-mail a Link Alert Me RSS Feed Sync to SharePoint Workspace Connect to Office Open with Explorer Connect to Outlook Form Web Parts Edit Library New Quick Step Library Settings View Format Datasheet Manage Views Share & Track Connect & Export Customize Library Settings

RMT Libraries		Type	Name	Modified	Modified By
Shared Documents			ARIMS SOPs _ R	2013 3:25 PM	NAE\mitchell.mckiver
Recycle Bin			ARIMS Training	2013 5:28 PM	NAE\mitchell.mckiver
All Site Content			ARIMS Training	2013 5:22 PM	NAE\mitchell.mckiver
			Course Evaluation	2013 5:18 PM	NAE\mitchell.mckiver
			Email Correspondence	6/19/2013 5:16 PM	NAE\mitchell.mckiver
			Korea Training	6/19/2013 5:14 PM	NAE\mitchell.mckiver
			OAA SAV 2012	6/20/2013 8:42 AM	Sisk, Carroll CIV USA
			RMD Staff Assistance Visits (SAV)	6/19/2013 5:11 PM	NAE\mitchell.mckiver
			RMDA Tip of the Week June 2013	6/20/2013 8:30 AM	Sisk, Carroll CIV USA
			RMDA Tip of the Week May 2013	6/20/2013 8:31 AM	Sisk, Carroll CIV USA
			RMDA Tip-of-the-Week	6/20/2013 8:31 AM	Sisk, Carroll CIV USA
			RMDA Tip-of-the-Week for December 2012	6/20/2013 8:25 AM	Sisk, Carroll CIV USA
			RMDA Tip-of-the-Week for February 2013	6/20/2013 8:26 AM	Sisk, Carroll CIV USA
			RMDA Tip-of-the-Week January 2013	6/20/2013 8:28 AM	Sisk, Carroll CIV USA
			RMDA Tip-of-the-Week July 2013	7/15/2013 10:08 AM	Sisk, Carroll CIV USA
			SAV_Training Request	6/19/2013 5:06 PM	NAE\mitchell.mckiver
			Senior Leaders	6/19/2013 5:05 PM	NAE\mitchell.mckiver
			Training ORLs	6/19/2013 4:50 PM	NAE\mitchell.mckiver
			W313AA -- AAHS-RDR-R	6/19/2013 3:40 PM	NAE\mitchell.mckiver
			Action Officer Checklist	6/19/2013 3:40 PM	NAE\mitchell.mckiver

Click the “Library” tab and select “Open with Windows Explorer”.

http://belva02594rd816/rmd/rmt/Shared%20Documents/Forms/AllItems.aspx Shared Documents - All Do... NAE mitchell.mckiver...

Site Actions Browse Documents Library

Library Tools

RIGHT Click in the address bar, and select “Copy”.

RMT Libraries

Type	Name
Shared Documents	ARIMS SOPs _ RM
Recycle Bin	ARIMS Training Aids
All Site Content	ARIMS Training Presentations
	Course Evaluations
	Email Correspondence
	Korea Training
	OAA SAV 2012
	RMD Staff Assistance Visits (SAV)
	RMDA Tip of the Week June 2013
	RMDA Tip of the Week May 2013
	RMDA Tip-of-the-Week
	RMDA Tip-of-the-Week for December 20...
	RMDA Tip-of-the-Week for February 2013
	RMDA Tip-of-the-Week January 2013
	RMDA Tip-of-the-Week July 2013
	SAV_Training Request
	Senior Leaders
	Training ORLs
	W313AA -- AAHS-RDR-R
	Action Officer Checklist.xlsx
	Actions Officers Guide.pptx
	ARIMS Class 5 May 2011.pdf
	ARIMS Overview 1 OAA 1.ppt
	ARIMS RC_RM 2nd Review.ppt
	ARIMS RC_RM Draft no changes.ppt
	ARIMS RC_RM.ppt
	ARIMS Training Memo.docx
	ARIMS Trng Slides New.ppt
	BRAC Trng Slides.ppt
	Checklist for Units June FY11 - Copy.doc
	Course Evaluation 1.doc
	Course Evaluation 2.doc
	Course Evaluation final.doc

http://belva02594rd816/rmd/rmt/Shared%20Documents

Organize Burn New folder

Favorites

- Recently Changed
- Public
- Desktop
- Downloads
- Recent Places

Libraries

- Documents
- Music
- Pictures
- Videos

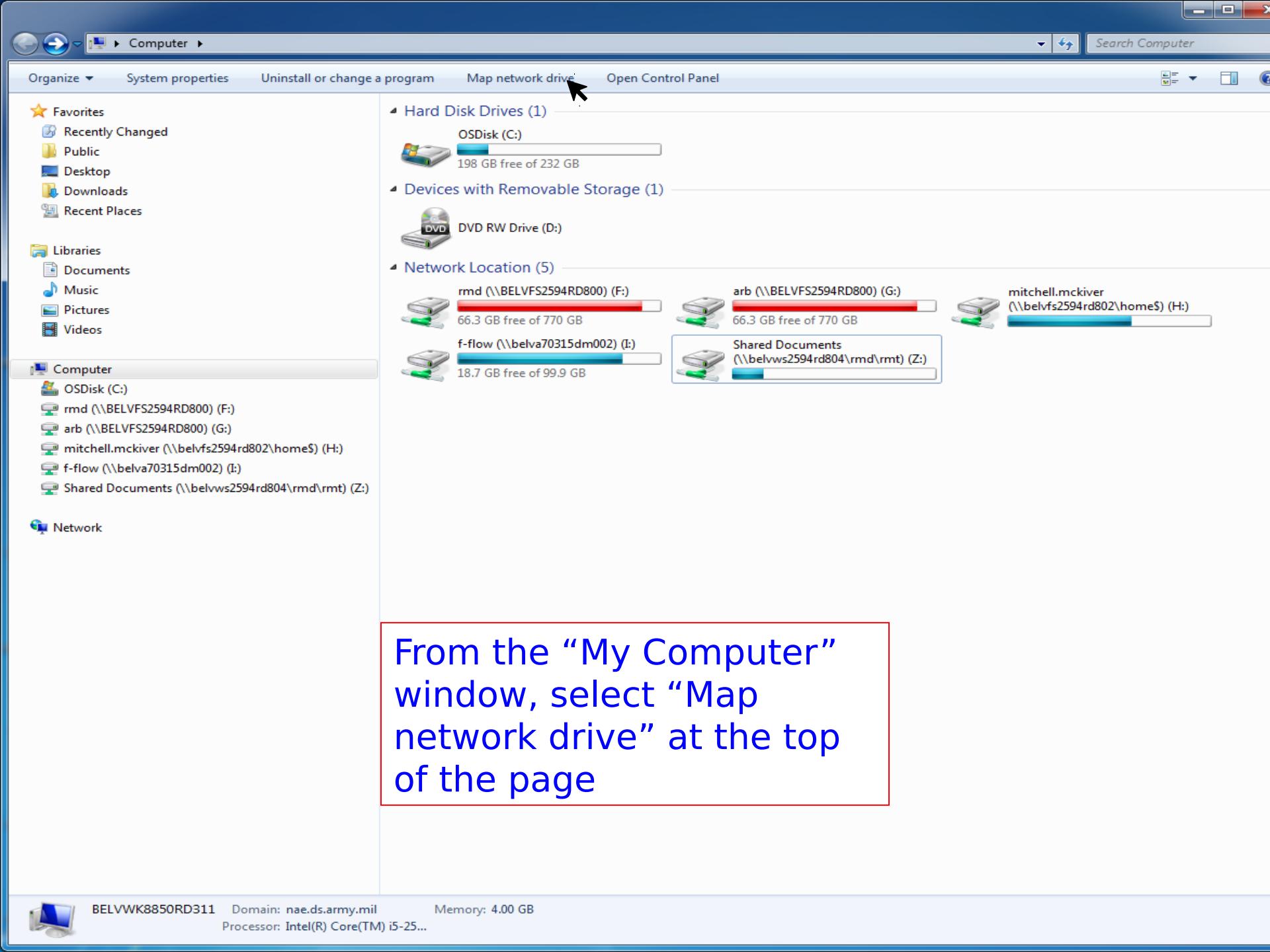
Computer

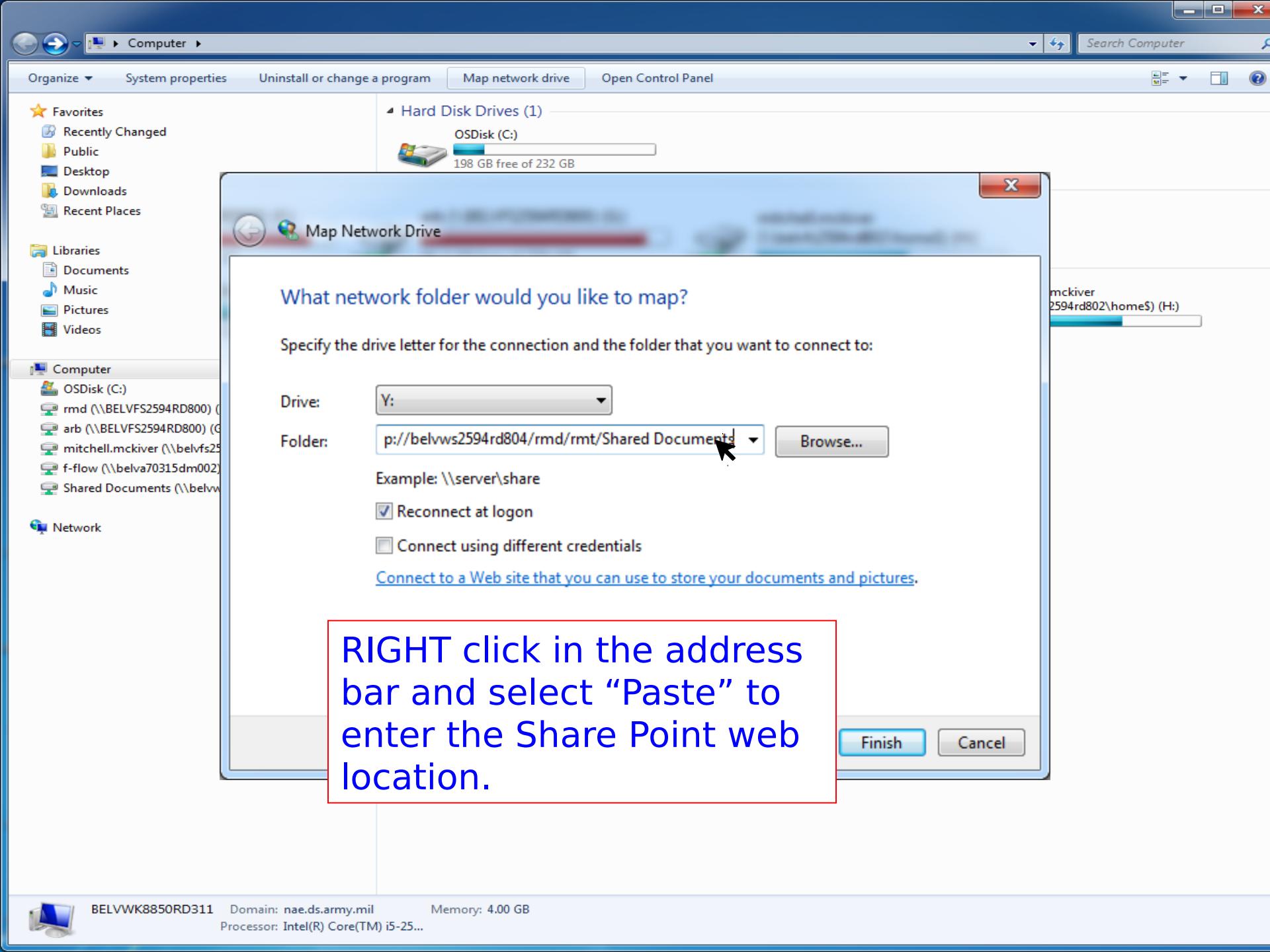
- OSDisk (C:)
- rmd (\BELVA72594RD810) (F:)
- arb (\BELVA72594RD810) (G:)
- mitchell.mckiver (\belva72594rd810\home\\$) (H:)
- f-flow (\belva70315dm002) (I:)
- http://belwvs2594rd804/rmd/act/Shared Documents/A
- Shared Documents (\belva02594rd816\rmd\rmt) (Y:)
- Shared Documents (\belva02594rd816\rmd\rmt) (Z:)

Network

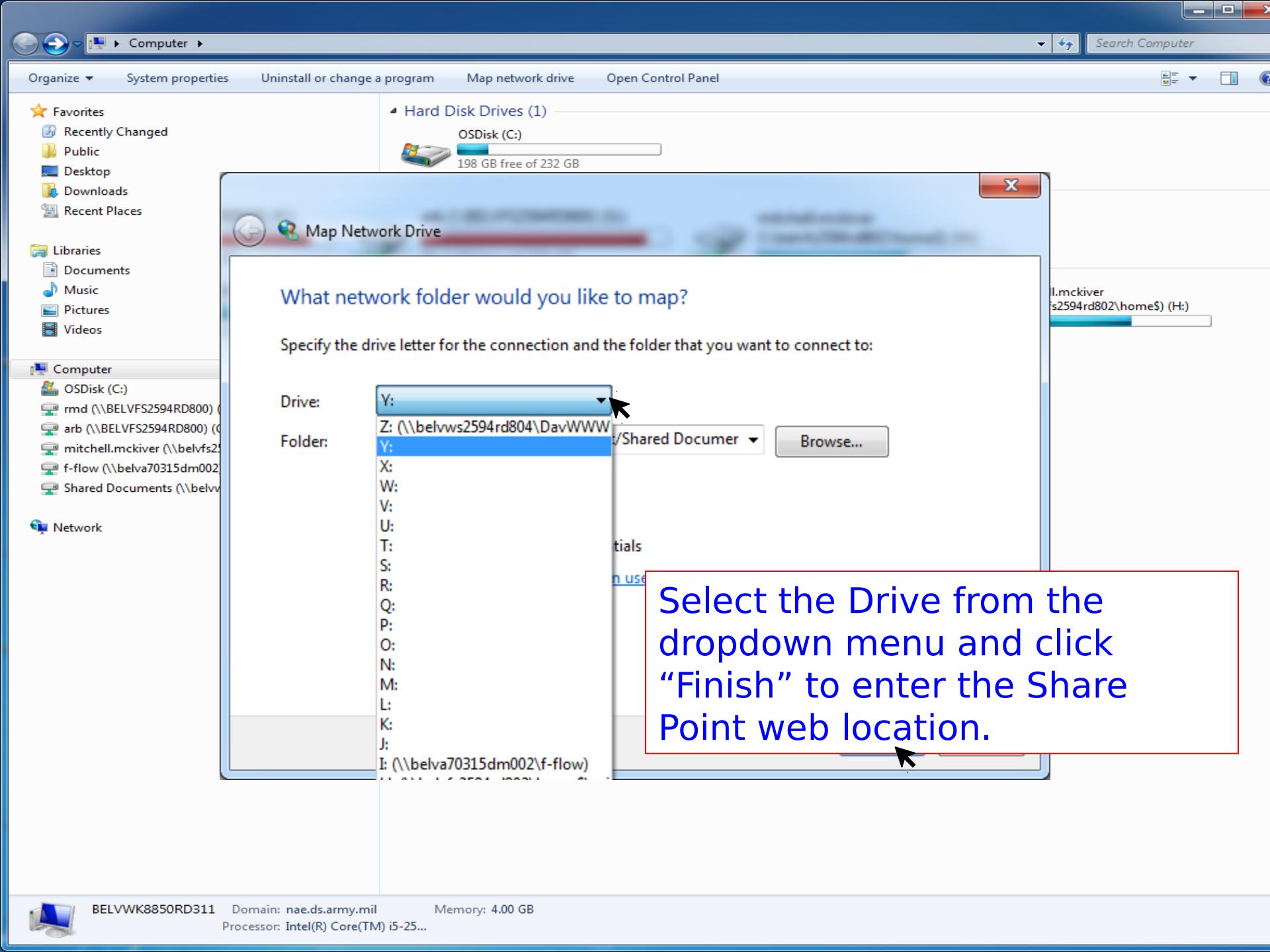
56 items

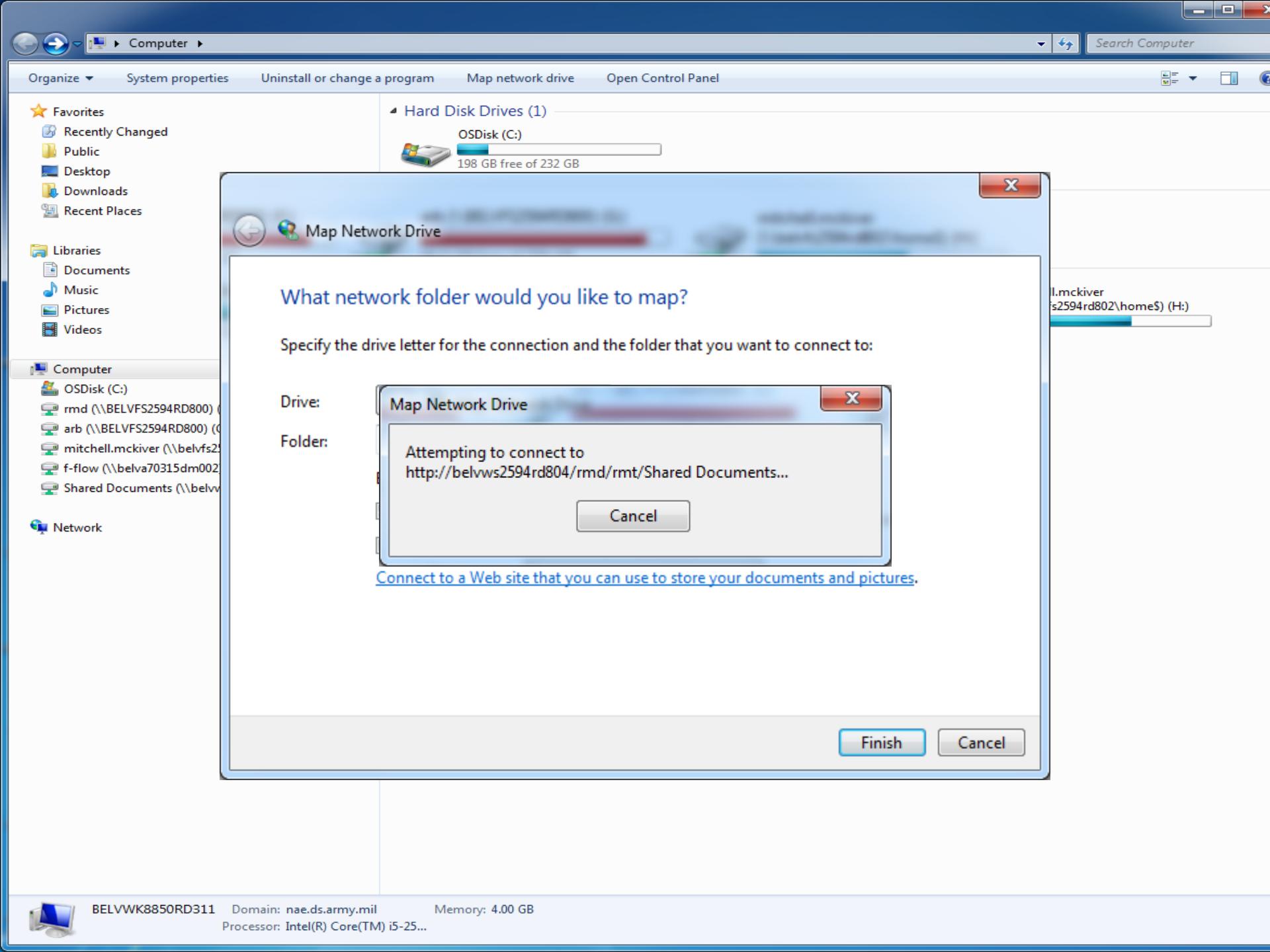
Next, minimize or close this screen, and open “My Computer” from the Start Menu.





RIGHT click in the address bar and select "Paste" to enter the Share Point web location.





Computer > Shared Documents (\belvws2594rd804\David\WWWRoot\rmd\rmt) (Y:) >				
Organize	Burn	New folder	Search Shared Documents (...	...
▶ ★ Favorites				
Recenty Changed				
Public				
Desktop				
Downloads				
Recent Places				
▶ ★ Libraries				
Documents				
Music				
Pictures				
Videos				
▶ Computer				
OSDisk (C:)				
rmd (\belvws2594rd804) (F:)				
arb (\belvws2594rd804) (G:)				
mitchell.mckiver (\belvws2594rd804\home\$) (H:)				
f-flow (\belvws2594rd804) (I:)				
▶ Shared Documents (\belvws2594rd804\David\WWWRoot\rmd\rmt) (Y:)		Training Memo		
ARIMS Trng Slides New				
BRAC Trng Slides				
Checklist for Units June FY11 - Copy				
Course Evaluation 1				
Course Evaluation 2				
Course Evaluation final				
Ft Belvoir VA ARIMS Training Critique Sh...				
Managing Electronic Records Part II				
Managing Electronic Records				
OAA AHS RM Appt Orders				
Personnel Data AEA - NARA				
Privacy Act Data Cover Sheet				
RC Check List FY11				
Records Coordinator Guide				
RMDA Staff Assistance Visits 27 October ...				
Roles in ARIMS				
Statistics NSG - SG Data				
Statistics Part II				
Statistics Personnel Series Pending at NA...				
Statistics Personnel Series				
Network				
45 items	Offline status: Online			
	Offline availability: Not available			

https://train.arims.army.mil/ARIMS/App/MainPage.aspx

ARIMS Home

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA Log Out

ARIMS TRAINING

Army Records Information Management System

U.S.ARMY

HOME SEARCH UPLOAD ORLs & FOLDERS MANAGE MY ACCOUNT HELP ADMIN REPORTS

Welcome to ARIMS, Mitchell Mckiver. You Are Currently Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA

MY FAVORITES

Your Most Used Pages and Functions

My Profile / My Records Manager ►

ARIMS PRODUCTION SITE ►

EDIT YOUR FAVORITES ►

SUBMIT A HELP DESK TICKET ►

Alerts

24 ORLs need your approval.

Login Options

Unit Selection

Select Unit:

Sign in As:

Announcements as of 02/15/2013

- New & Improved Reports for RA, RM & RM-RHAM Users
- System Downtime on February 5th
- Updated BAT for 64-Bit Operating Systems
- System Maintenance Schedule

Previous Announcements

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

Access and use of the system is monitored to ensure security of information contained within. Users of ARIMS should not assume any degree of privacy.

MANAGE APPROVALS

ORLs, Sponsorships, and Other Items Requiring Your Approval

ORL: ARIMS FY13 (Supply) (2013), Proposed by Carmon, Tracy

ORL: NCOER (2013), Proposed by Harrison, Robert

Role Escalation: Carl Allen Bush, WYE1D0(Records Manager)

Role Escalation: Gidget Ann Borst, W1TA06(Records Manager)

Unit Access Request: Alex Ramon Segura, WH4KAA (RM)

Unit Access Request: Kristel I

U.S.ARMY

HOME

SEARCH

UPLOAD

ORLs & FOLDERS

MANAGE

MY ACCOUNT

HELP

ADMIN

REPORTS

UPLOAD > BULK UPLOAD

+ FAVORITES

Bulk Upload

BULK ARCHIVE TOOL

Use this page to deploy the Bulk Archive Tool (BAT). The BAT can be used to upload multiple documents or emails into the ARIMS Army Electronic Archive. When you click on one of the links below the BAT will be downloaded onto your computer. The BAT will be automatically installed with user approval if 1) the BAT has never been installed on your computer or 2) the BAT has been upgraded since you last used it.

See the BAT User's Guide in the [References](#) section of ARIMS for further information on the use of the Bulk Archive Tool.

32-Bit Version

[Run the Bulk Archive Tool \(File System\)](#) 

[Run the Bulk Archive Tool \(Email System\)](#) 

64-Bit Version

[Run the Bulk Archive Tool \(File System\)](#) 

[Run the Bulk Archive Tool \(Email System\)](#) 

ARIMS TRAINING

U.S.ARMY

HOME

UPLOAD > BULK

Bulk Upload

Document

ARIMS

Army Records Information Management System

Configuration Folders Legend Log

Folder Tree

Root Folder

Y:\

Office Symbol

W313AA - AAHS-RDR-R

Office Records List

2013 - Records Management Division

ORL Folder

Y:\W313AA - AAHS-RDR-R\2013 - Records Management Division

Options

Remember last selected Office Records List

Close program after successful upload

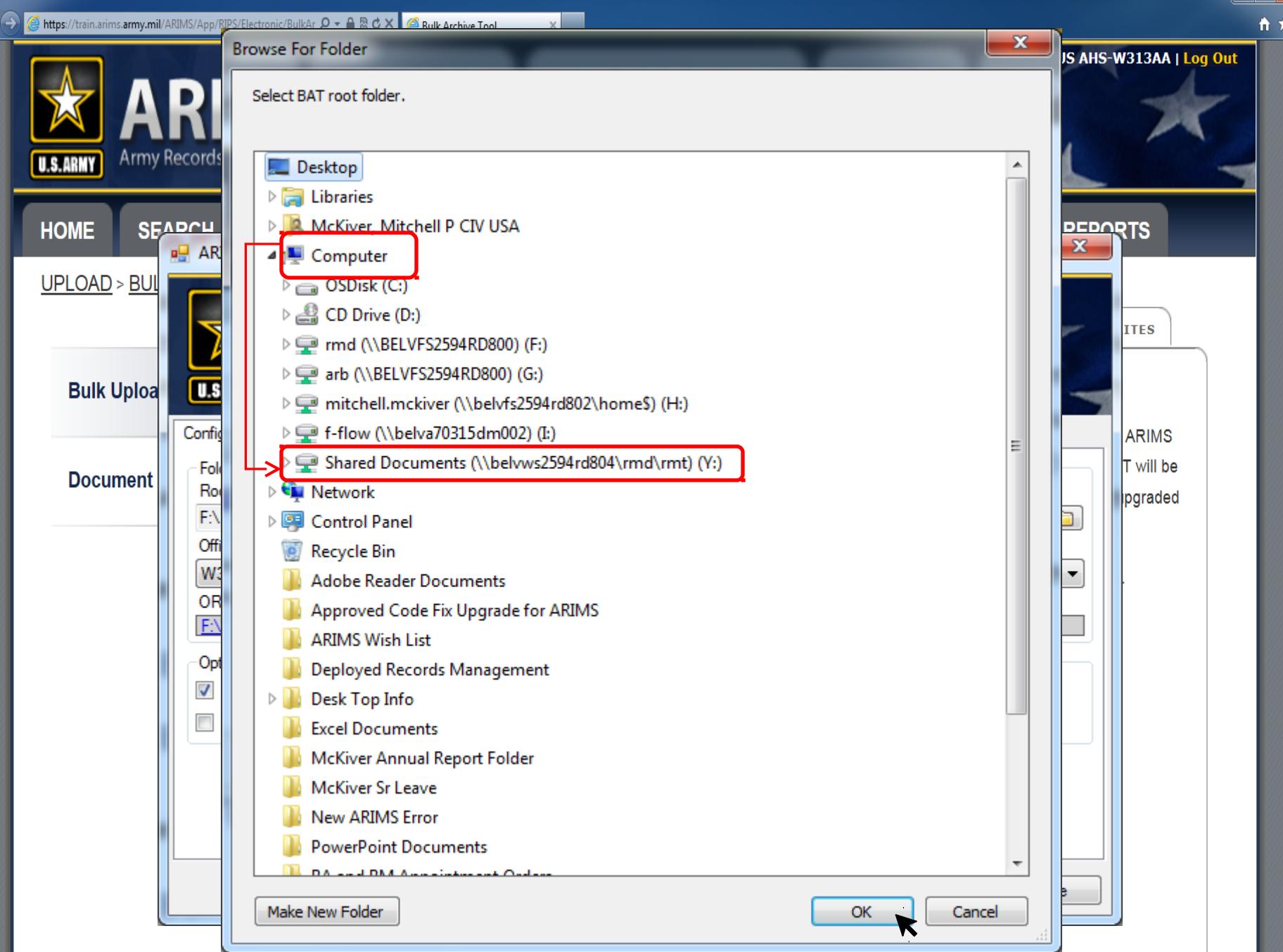
Update Folders Close

Run the Bulk Archive Tool (File System) ►

Run the Bulk Archive Tool (Email System) ►

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

ARIMS
T will be
pgraded





Run the Bulk Archive Tool (File System) ➔

Run the Bulk Archive Tool (Email System) ►

https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr

Bulk Archive Tool

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

ARIMS TRAINING

Army Records Information Management System

U.S.ARMY

ARIMS Bulk Archive Tool

ARIMS

Army Records Information Management System

Configuration Folders Legend Log

Folder/File name

Upload Progress Bar

400B 6+
IS Attempted Intrusions
IS Suspected Intrusions
Successful Intrusions
Un-successful Intrusions

400B 0-6
IS Attempted Intrusions - Unclassified
IS Suspected Intrusions - Unclassified
Successful Intrusions - Unclassified
Un-successful Intrusions - Unclassified

Update Folders Begin Upload Close

Run the Bulk Archive Tool (Email System) ►

ARIMS
T will be
pgraded

http://belva02594rd816/rmd/rmt/Shared%20Documents/Forms/Allite... Shared Documents - All Do... NAE\mitchell.mckiver

Site Actions Browse Library Tools Documents Library

Standard View Datasheet View New Row Modify View Current View: All Documents Create Column E-mail a Link Alert Me RSS Feed Sync to SharePoint Workspace Connect to Office Connect to Outlook Export to Excel Form Web Parts Edit Library Library Settings View Format Datasheet Manage Views Share & Track Connect & Export Customize Library Settings

RMT Libraries

Type	Name	Modified	Modified By
	ARIMS SOPs _ RM Tools	6/19/2013 3:25 PM	NAE\mitchell.mckiver
	ARIMS Training Aids	6/19/2013 5:28 PM	NAE\mitchell.mckiver
	ARIMS Training Presentations	6/19/2013 5:22 PM	NAE\mitchell.mckiver
	Course Evaluations	6/19/2013 5:18 PM	NAE\mitchell.mckiver
	Email Correspondence	6/19/2013 5:16 PM	NAE\mitchell.mckiver
	Korea Training	6/19/2013 5:14 PM	NAE\mitchell.mckiver
	OAA SAV 2012	6/20/2013 8:42 AM	Sisk, Carroll CIV USA
	RMD Staff Assistance Visits (SAV)	6/19/2013 5:11 PM	NAE\mitchell.mckiver
	RMDA Tip of the Week June 2013	6/20/2013 8:30 AM	Sisk, Carroll CIV USA
	RMDA Tip of the Week May 2013	6/20/2013 8:31 AM	Sisk, Carroll CIV USA
	RMDA Tip-of-the-Week	6/20/2013 8:31 AM	Sisk, Carroll CIV USA
	RMDA Tip-of-the-Week for December 2012	6/20/2013 8:25 AM	Sisk, Carroll CIV USA
	RMDA Tip-of-the-Week for February 2013	6/20/2013 8:26 AM	Sisk, Carroll CIV USA
	RMDA Tip-of-the-Week January 2013	6/20/2013 8:28 AM	Sisk, Carroll CIV USA
	RMDA Tip-of-the-Week July 2013	7/15/2013 10:08 AM	Sisk, Carroll CIV USA
	SAV_Training Request	6/19/2013 5:06 PM	NAE\mitchell.mckiver
	Senior Leaders	6/19/2013 5:05 PM	NAE\mitchell.mckiver
	Training ORLs	6/19/2013 4:50 PM	NAE\mitchell.mckiver
	W313AA -- AAHS-RDR-R	6/19/2013 3:40 PM	NAE\mitchell.mckiver
	Action Officer Checklist	6/19/2013 3:40 PM	NAE\mitchell.mckiver

Recycle Bin All Site Content

http://belva02594rd816/rmd/rmt/Shared%20Documents/Forms/AllI W313AA -- AAHS-RDR-R - ... NAE\mitchell.mckiver

Library Tools

Documents Library

View Format Datasheet View New Row Datasheet

Modify View Current View: Create Column All Documents E-mail a Link Alert Me RSS Feed Sync to SharePoint Workspace Connect to Office Connect to Outlook Export to Excel Open with Explorer Form Web Parts Edit Library New Quick Step Library Settings

RMT Libraries Shared Documents

Recycle Bin All Site Content

Type	Name	Modified	Modified By
Folder	1963 - C4 IT ARIMS Training	6/19/2013 4:01 PM	NAE\mitchell.mckiver
Folder	1986 - G4 LOGISTICS	6/19/2013 4:32 PM	NAE\mitchell.mckiver
Folder	1987 - RMDA ORL	6/19/2013 4:42 PM	NAE\mitchell.mckiver
Folder	2011 - RIPSTEST	6/19/2013 4:48 PM	NAE\mitchell.mckiver
Folder	2011 - RMD - 2011	6/19/2013 4:07 PM	NAE\mitchell.mckiver
Folder	2012 - ARB ORL	6/19/2013 3:43 PM	NAE\mitchell.mckiver
Folder	2013 - Records Management Division	6/19/2013 3:40 PM	NAE\mitchell.mckiver
Folder	2013 - RMD ORL - 2013	6/19/2013 4:49 PM	NAE\mitchell.mckiver
Folder	2014 - 2014 - Records Management Division	7/24/2013 8:30 AM	NAE\mitchell.mckiver
Folder	2015 - Test ORL 2015	6/19/2013 4:37 PM	NAE\mitchell.mckiver
Folder	2016 - Records Management Division	7/29/2013 1:34 PM	NAE\mitchell.mckiver
Folder	2017 - ARIMS Training Site Test	7/11/2013 11:27 AM	NAE\mitchell.mckiver
Folder	2048 - Mentos	6/19/2013 4:16 PM	NAE\mitchell.mckiver
Folder	2090 - Army Records Branch	6/19/2013 4:30 PM	NAE\mitchell.mckiver
Folder	BATTest	7/12/2013 9:46 AM	Wang, Simon T. CTR USA

Add document

http://belva02594rd816/rmd/rmt/Shared%20Documents/Forms/AllI 2016 - Records Manageme... NAE\mitchell.mckiver

Library Tools

Site Actions ▾ Browse Documents Library

Standard View Datasheet View New Row Create View Create Column All Documents E-mail a Link Alert Me RSS Feed Sync to SharePoint Workspace Connect to Office Connect to Outlook Export to Excel Edit Library Open with Explorer New Quick Step Customize Library Library Settings

View Format Datasheet Manage Views Share & Track Connect & Export Settings

RMT Libraries

Shared Documents

Recycle Bin

All Site Content

Type Name Modified Modified By

Type	Name	Modified	Modified By
Folder	400B 0-6	7/29/2013 1:35 PM	NAE\mitchell.mckiver
Folder	400B 6+	7/29/2013 1:35 PM	NAE\mitchell.mckiver
File	archive	7/29/2013 1:35 PM	NAE\mitchell.mckiver

Add document

http://belva02594rd816/rmd/rmt/Shared%20Documents/Forms/AllI 400B 6 - All Documents

NAE\mitchell.mckiver

Library Tools

Site Actions Browse Documents Library

Standard View Datasheet View New Row View Format Datasheet

Modify View Current View: All Documents Create View Create Column Navigate Up Current Page

E-mail a Link Alert Me RSS Feed

Sync to SharePoint Workspace Connect to Office Connect to Outlook Export to Excel Open with Explorer

Form Web Parts Edit Library New Quick Step

Library Settings

RMT Libraries

Shared Documents

Recycle Bin

All Site Content

Type Name Modified Modified By

	IS Attempted Intrusions	7/29/2013 1:35 PM	NAE\mitchell.mckiver
	IS Suspected Intrusions	7/29/2013 1:35 PM	NAE\mitchell.mckiver
	Successful Intrusions	7/29/2013 1:35 PM	NAE\mitchell.mckiver
	Un-successful Intrusions	7/29/2013 1:35 PM	NAE\mitchell.mckiver

Add document

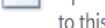
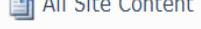
http://belva02594rd816/rmt/rmt/Shared%20Documents/Forms/AllI... IS Attempted Intrusions - Al... NAE\mitchell.mckiver

Site Actions   Library Tools   

New Document  Upload Document  New Folder  Edit Document  Check Out  Check In  View Properties  Edit Properties  Version History  Document Permissions  Delete Document  E-mail a Link  Alert Me  Download a Copy  Send To  Manage Copies  Go To Source  Workflows  Publish  I Like It  Tags & Notes

Upload Document
Upload a document from your computer to this library.

Upload Multiple Documents
Upload multiple documents from your computer to this library.

RMT Lib  Shared Doc  Recycle Bin  All Site Content 

Manage Share & Track Copies Workflows Tags and Notes

Name Modified Modified By

view of the "Shared Documents" document library. To add a new item, click "New" or "Upload".

http://belva02594rd816/rmd/rmt/Shared%20Documents/Forms/AllI... IS Attempted Intrusions - Al...

Library Tools

Site Actions

Library

New

RMT Libraries

Shared Documents There are no items to show in this view of the "Shared Documents" document library. To add a new item, click "New" or "Upload".

Recycle Bin

All Site Content

Shared Documents - Upload Document

Shared Documents - Upload Document

Upload Document

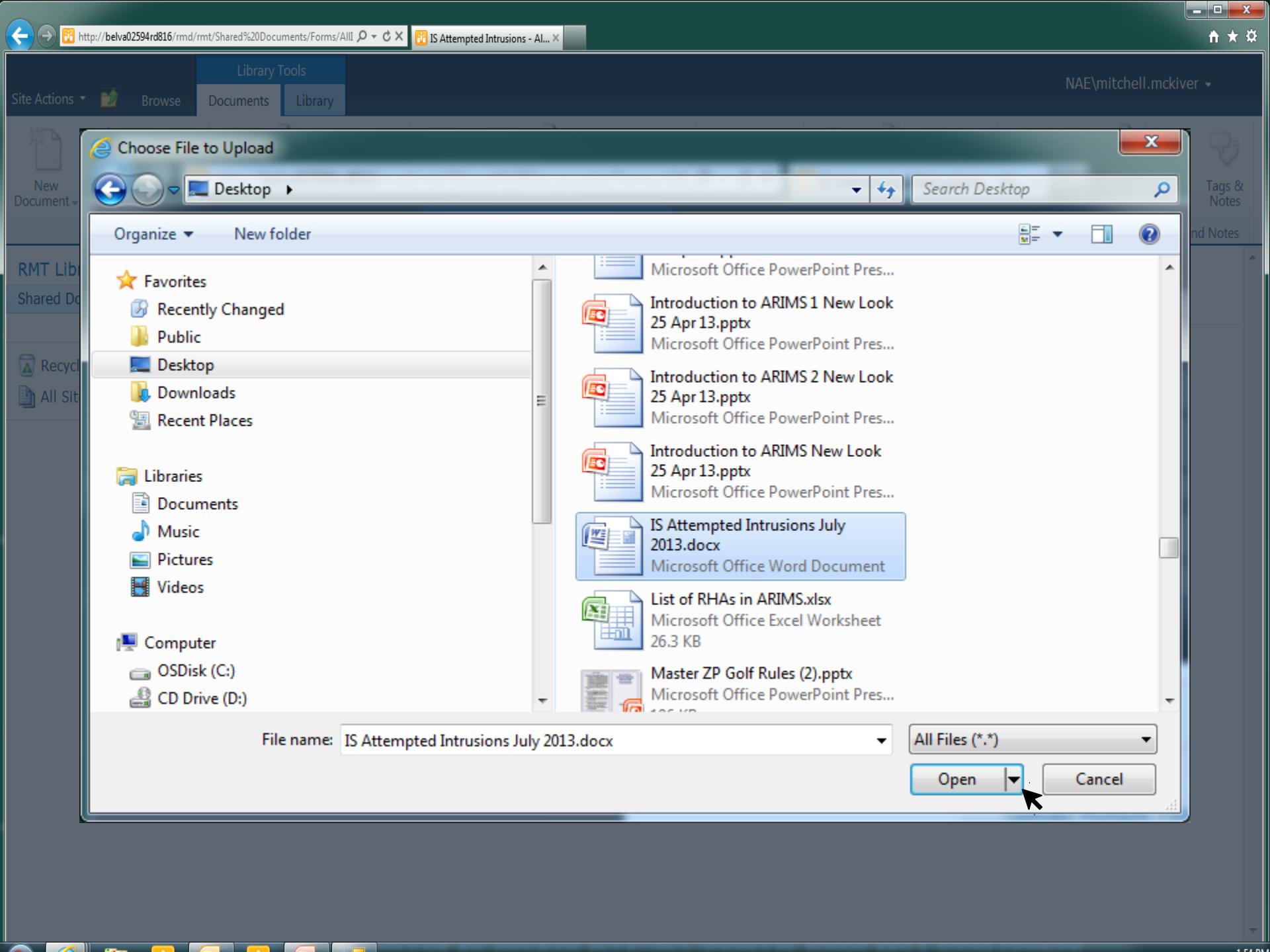
Browse to the document you intend to upload.

Name:

Upload Multiple Files...

Overwrite existing files

OK Cancel



http://belva02594rd816/rmd/rmt/Shared%20Documents/Forms/AllI... IS Attempted Intrusions - Al...

NAE\mitchell.mckiver

Library Tools

Site Actions

New Share & Track Workflows

RMT Libraries

Shared Documents There are no items to show in this view of the "Shared Documents" document library. To add a new item, click "New" or "Upload".

Recycle Bin

All Site Content

Shared Documents - Upload Document

Upload Document

Browse to the document you intend to upload.

Name:

Upload Multiple Files...

Overwrite existing files

OK Cancel

http://belva02594rd816/rmd/rmt/Shared%20Documents/Forms/AllI... IS Attempted Intrusions - Al...

Site Actions Library Tools

New Open & Check Out Manage Share & Track Copies Workflows Tags and Notes

RMT Libraries	Type	Name	Modified	Modified By
Shared Documents		IS Attempted Intrusions July 2013	7/29/2013 2:01 PM	NAE\mitchell.mckiver

Add document

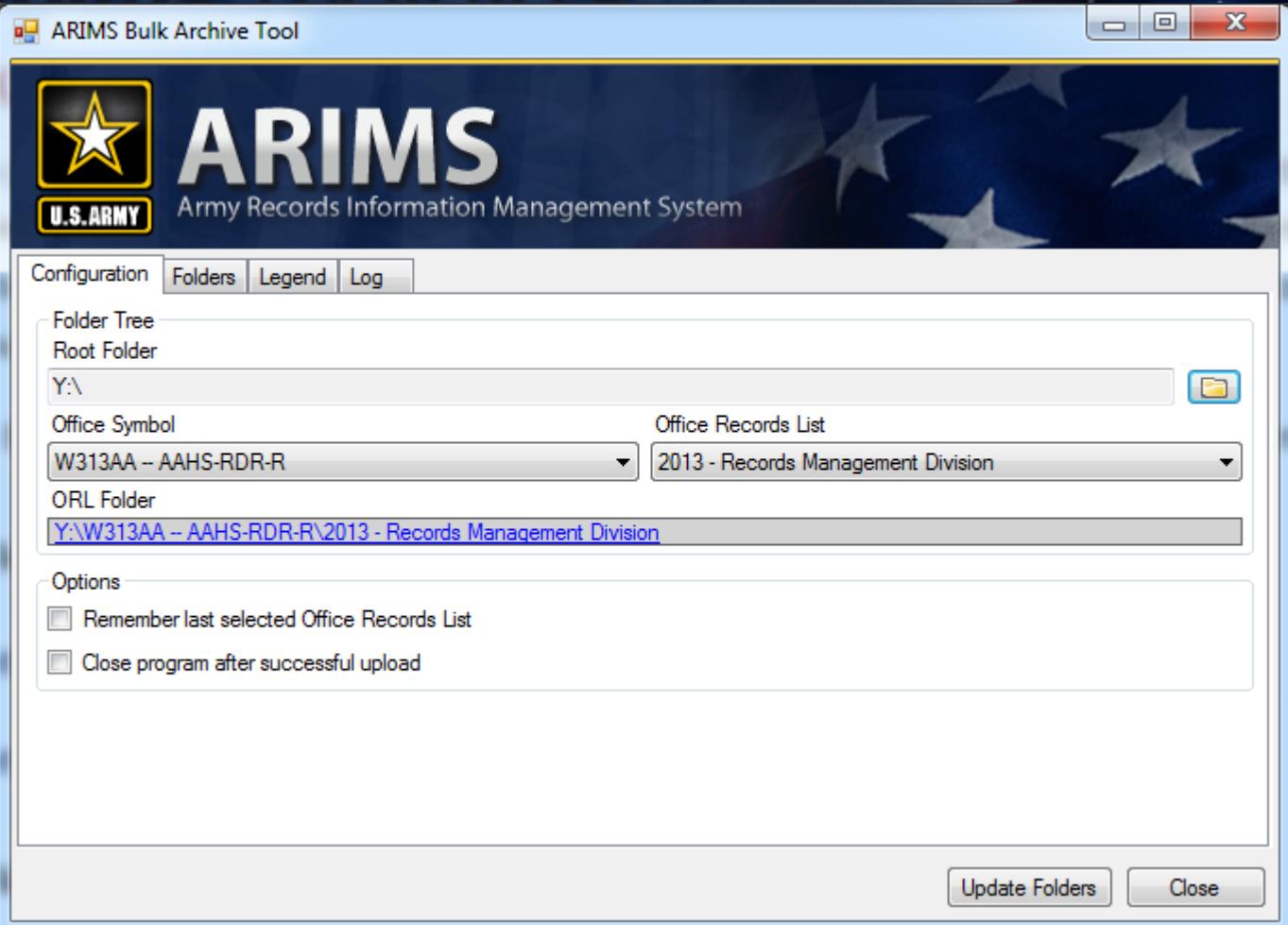
Recycle Bin All Site Content



UPLOAD > BUL

UPLOAD > BUL

UPLOAD > BUL



Run the Bulk Archive Tool (File System) ➔

Run the Bulk Archive Tool (Email System) ►

https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr

Bulk Archive Tool

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

ARIMS TRAINING

Army Records Information Management System

U.S.ARMY

HOME

SEARCH

UPLOAD > BULK

Bulk Upload

Document U

ARIMS Bulk Archive Tool

ARIMS

Army Records Information Management System

U.S.ARMY

Configuration Folders Legend Log

Folder/File name

Upload Progress Bar

Progress

400B 6+
IS Attempted Intrusions
IS Suspected Intrusions
Successful Intrusions
Un-successful Intrusions

400B 0-6
IS Attempted Intrusions - Unclassified
IS Suspected Intrusions - Unclassified
Successful Intrusions - Unclassified
Un-successful Intrusions - Unclassified

Update Folders Begin Upload Close

Run the Bulk Archive Tool (Email System) ►

ARIMS will be graded

Unit Name:	US AHS
Office Symbol:	AAHS-RDR-R
Record Number:	400B
Retention Period:	15
ACRS Record Title:	Information Management, Military Publications
Disposition Authority Number:	None
Prescribing Directive Number:	None
Created by:	Mitchell Mckiver
Create Date:	7/29/2013 11:55:50 AM
Close Date:	Not Closed
Privacy Act:	Y
Special Collection:	
Vital Record:	No

No freeze codes have been assigned to the above folder.

Click on the
“Subject” to view
the document.

[Edit Folder Details](#)

	<u>Subject</u>	<u>File Type</u>	<u>Sent</u>	<u>Created or Email</u>	<u>Author</u>	<u>Email Recipient</u>	<u>Electronic Signature</u>	<u>Encrypted</u>
	IS Attempted Intrusions July 2013.docx	Word	7/29/2013 2:09:16 PM		Mitchell P. Mckiver		N/A	N/A



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www.oaa.army.mil

QUESTIONS



Running the BAT for Email



ARIMS TRAINING

U.S. ARMY

HOME

SEARCH

UPLOAD

ORLs & FOLDERS

MANAGE

MY ACCOUNT

HELP

ADMIN

REPORTS

UPLOAD > BULK UPLOAD

+ FAVORITES

Bulk Upload

BULK ARCHIVE TOOL

Use this page to deploy the Bulk Archive Tool (BAT). The BAT can be used to upload multiple documents or emails into the ARIMS Army Electronic Archive. When you click on one of the links below the BAT will be downloaded onto your computer. The BAT will be automatically installed with user approval if 1) the BAT has never been installed on your computer or 2) the BAT has been upgraded since you last used it.

See the BAT User's Guide in the [References](#) section of ARIMS for further information on the use of the Bulk Archive Tool.

32-Bit Version

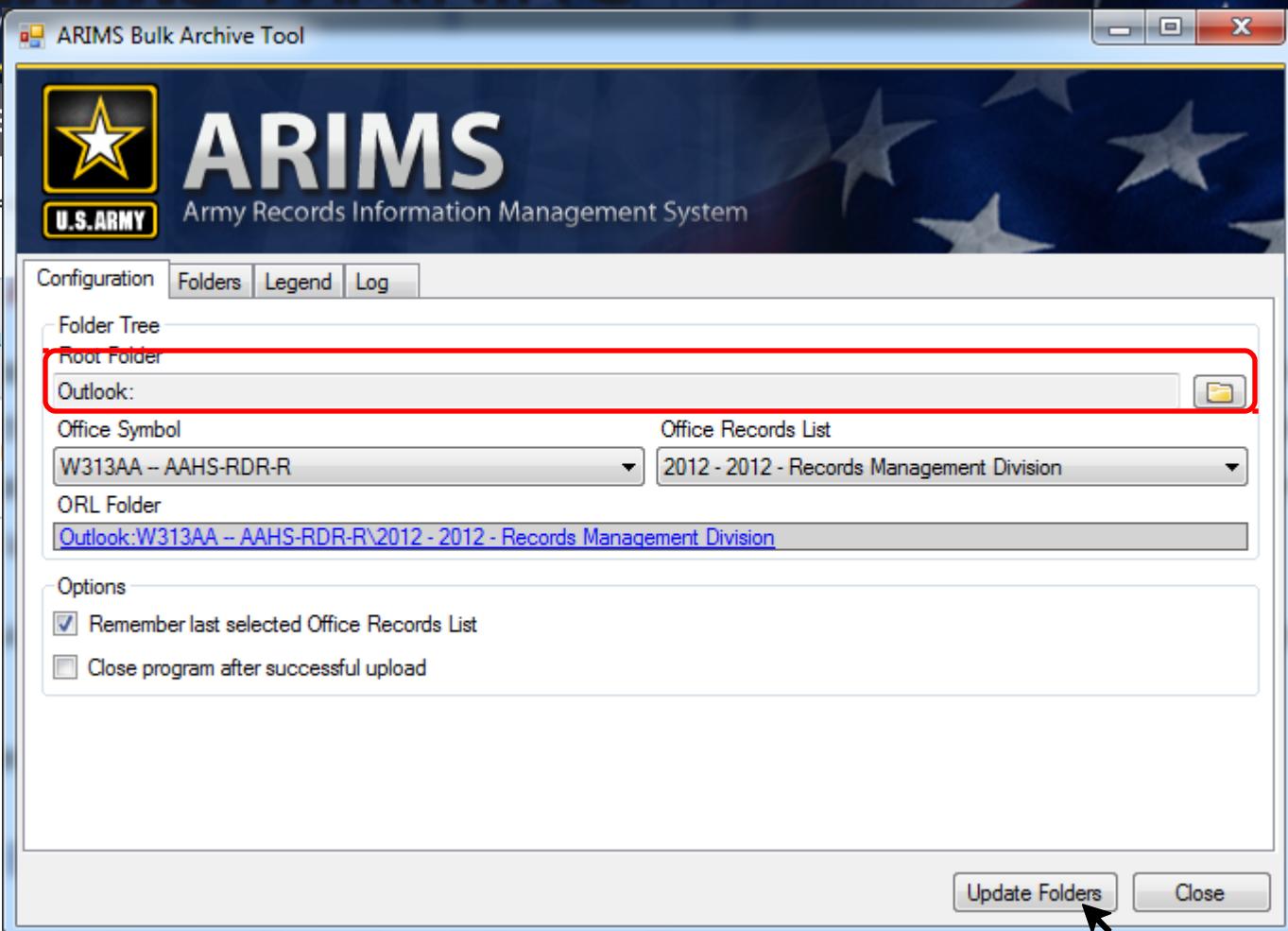
[Run the Bulk Archive Tool \(File System\)](#) 

[Run the Bulk Archive Tool \(Email System\)](#) 

64-Bit Version

[Run the Bulk Archive Tool \(File System\)](#) 

[Run the Bulk Archive Tool \(Email System\)](#) 



Run the Bulk Archive Tool (File System) ➔

Run the Bulk Archive Tool (Email System) ►



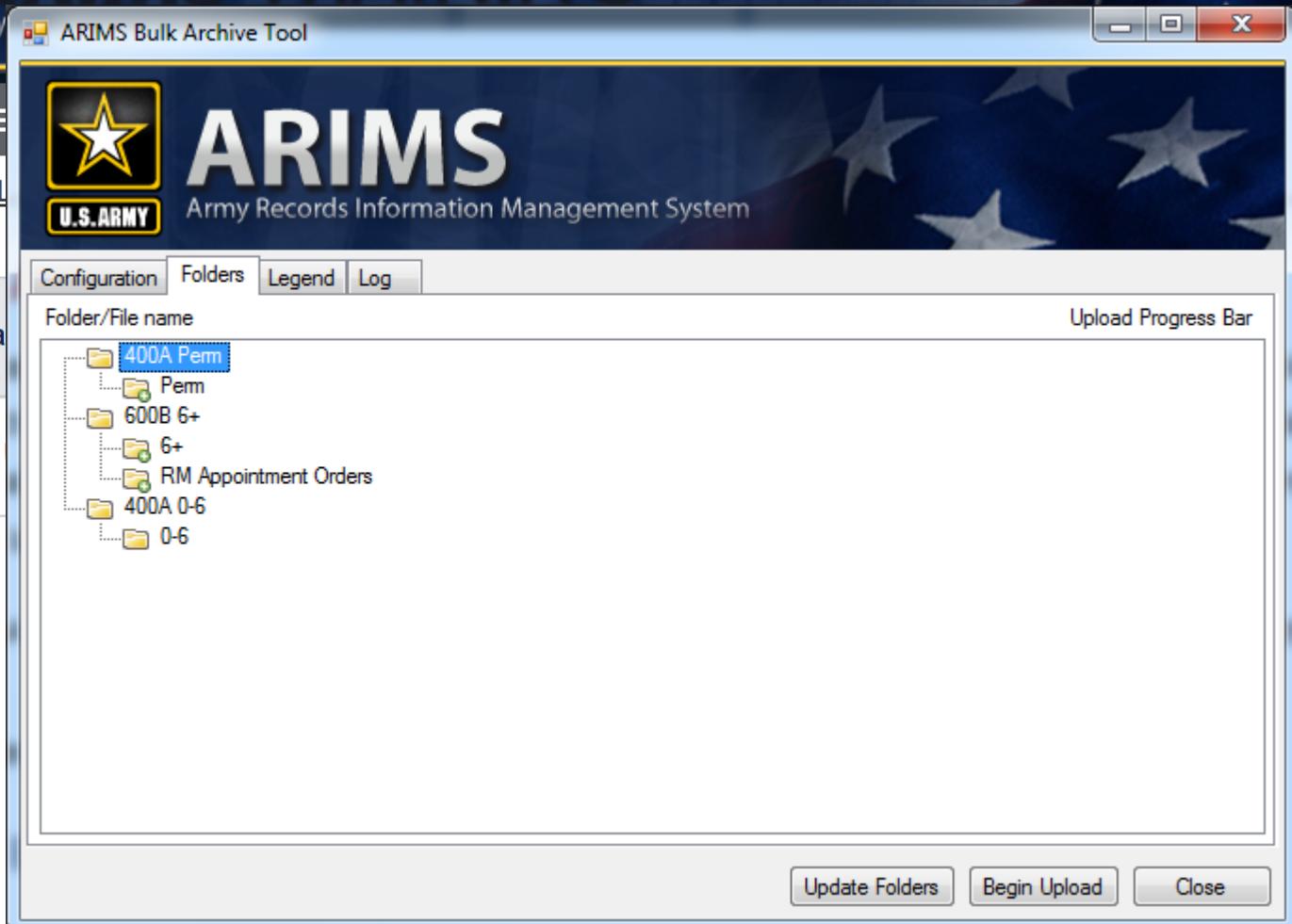
HOME

SE

UPLOAD > BUL

Bulk Upload

Document



Run the Bulk Archive Tool (File System) ►

Run the Bulk Archive Tool (Email System) ►

Inbox - Microsoft Outlook

File Edit View Go Tools Actions Help

New Reply Reply to All Forward Send/Receive Search address books

Mail

Favorite Folders

- Inbox
- Unread Mail
- Sent Items

Mail Folders

All Mail Items

- Appointment Orders
- ARIMS II Issues
- ARIMS II Issues1
- New Look ARIMS Issues
- RA and RM File

Drafts

Inbox

- Junk E-mail
- NARA Assessment 2010
- New Look ARIMS Issues
- Outbox
- quarantine
- RA and RM File Complete
- Records Management Program
- RM Email Journaling WG
- RM Training WG
- RMWG

RSS Feeds

Sent Items

Unindexed Records in ARIMS

WTC Litigation

Search Folders

AAHS-RDR-R 2012

AAHS-RDR-R 2013

- 4008 0-6
 - IS Attempted Intrusions - Unclassified
 - IS Suspected Intrusions - Unclassified
 - Successful Intrusions - Unclassified
 - Un-successful Intrusions - Unclassified
- 4008 6+
 - IS Attempted Intrusions
 - IS Suspected Intrusions
 - Successful Intrusions
 - Un-successful Intrusions

Deleted Items

Search Folders

Archive Folders

Mail

Calendar

Contacts

Tasks

Search Inbox

From Subject Received Si... Catego...

From: USARMY APG CHRA-HQs Mailbox HQ DIR (3 items)

- USAR... RE: ARIMS Down (UNCLASSIFIED) Thu 12/... 2...
- USAR... RE: ARIMS Down (UNCLASSIFIED) Thu 12/... 3...
- USAR... RE: ARIMS RM Designations, Civilian Human R... Wed 9/5... 2...

From: USARMY Ft Belvoir HQDA OAA AHA List RMDA SA Staff (15 items)

- USAR... Implementation of Daily Reboots by Ft Belvoir N... Mon 1/3... 1...
- USAR... IMPORTANT! PLEASE READ! Phishing Attack... Mon 1/2... 2...
- USAR... New DOIM On-Site Support Person (UNCLASSIFI... Thu 1/1... 2...
- USAR... IT Support Email Address (UNCLASSIFIED) Tue 1/3/... 1...
- USAR... WARNING ORDER - System Reboot (UNCLAS... Thu 12/... 1...
- USAR... FW: REMINDER: 2012 Annual Information Assu... Wed 12/... 2...
- USAR... Fri 12/9/... 1...
- USAR... Tue 11/... 1...
- USAR... Mon 11/... 1...
- USAR... Tue 11/... 1...
- USAR... UPDATE on Information Assurance User Trainin... Mon 11/... 3...
- USAR... Information Assurance User Training Website (... Wed 11/... 1...
- USAR... 2012 Annual Information Assurance Training S: ... Thu 11/... 1...
- USAR... RMDA IT SUPPORT TICKETS (UNCLASSIFIED) Thu 10/... 1...
- USAR... New RMDA ALL Distribution Group (UNCLASSIFI... Tue 10/... 1...

From: USARMY Ft Belvoir HQDA OAA AHS List RMDA SA Staff (22 items)

To-Do Bar

March 2013

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

RMB Team Meeting (U) Thu 2:30 PM - 3:00 PM Casey Building Cafeteria

RMB Team Meeting (U) Thu 4/4 2:30 PM - 3:00 PM Casey Building Cafeteria

RMB Team Meeting (U) Thu 4/11 2:30 PM - 3:00 PM Casey Building Cafeteria

Arranged By: Due Date

Type a new task

Today

Drag and drop record emails into the appropriate SUBFOLDER.

1785 Items

Send/Receive Status 50% Connected to Microsoft Exchange

IS Attempted Intrusions

From: USARMY Ft Belvoir HQDA OAA AHA List RMDA SA Staff (1 item)

USARMY Ft ... Implementation of Daily Reboots by Ft Belvoir NEC (UNCLASSIFIED) Mon 1/30/201... 18 KB

IS Attempted Intrusions

IS Suspected Intrusions

Successful Intrusions

Un-successful Intrusions

Deleted Items

Search Folders

Archive Folders

Mail

Calendar

Contacts

Tasks

Imp
lem

Hook, L

This
mess...
was
conv...

Sent: Mo

To: US

To-Do Bar

March 2013

Su Mo Tu We Th Fr
24 25 26 27 28 1
3 4 5 6 7 8
10 11 12 13 14 15
17 18 19 20 21 22
24 25 26 27 28 29
31 1 2 3 4 5

RMB Team Meeting (U)

Thu 2:30 PM - 3:00 PM

Casey Building Cafeteria

RMB Team Meeting (U)

Thu 4/4 2:30 PM - 3:00 P

Casey Building Cafeteria

RMB Team Meeting (U)

Thu 4/11 2:30 PM - 3:00 P

Casey Building Cafeteria

Arranged By: Due Date

Type a new task

Today

C1
as
si
fi
ca
ti
on
:
UN
CL
AS
SI
FI
ED
Ca
ve
at
s:
FO
UONo
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th
e
Ft



ARIMS TRAINING

Army Rec

HOME SEARCH

UPLOAD > BULK U

Bulk Upload

Document Up

ARIMS Bulk Archive Tool

ARIMS Army Records Information Management System

Configuration Folders Legend Log

Folder/File name

Upload Progress Bar

Progress

400B 6+
IS Attempted Intrusions
Implementation of Daily Reboots by Ft Belvoir NEC (UNCLASSIFIED)
IS Suspected Intrusions
Successful Intrusions
Un-successful Intrusions

400B 0-6
IS Attempted Intrusions - Unclassified
IS Suspected Intrusions - Unclassified
Successful Intrusions - Unclassified
Un-successful Intrusions - Unclassified

Update Folders Begin Upload Close

Run the Bulk Archive Tool (File System) ►►

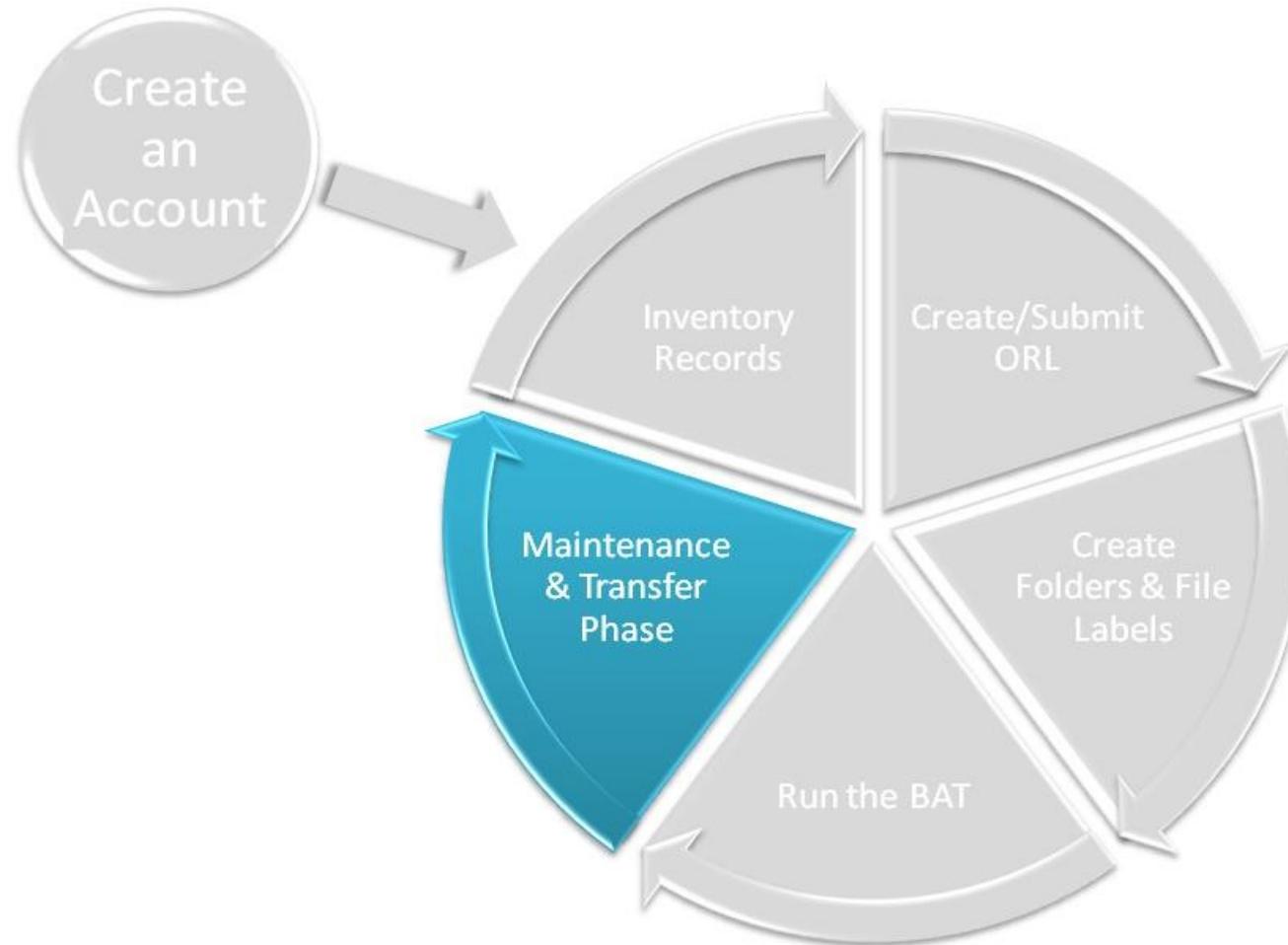
Run the Bulk Archive Tool (Email System) ►►



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QUESTIONS





Transferring Long Term and Permanent Records

https://train.arims.army.mil/ARIMS/App/MainPage.aspx

ARIMS Home

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA Log Out

ARIMS TRAINING

Army Records Information Management System

U.S.ARMY

HOME SEARCH UPLOAD ORLs & FOLDERS MANAGE MY ACCOUNT HELP ADMIN REPORTS

Welcome to ARIMS, Mitchell Mckiver. You Are Currently Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA

MY FAVORITES

Your Most Used Pages and Functions

My Profile / My Records Manager ►

ARIMS PRODUCTION SITE ►

EDIT YOUR FAVORITES ►

SUBMIT A HELP DESK TICKET ►

Alerts

24 ORLs need your approval.

Login Options

Unit Selection

Select Unit: US AHS - W313AA

Sign in As:

Go

Announcements as of 02/15/2013

- New & Improved Reports for RA, RM & RM-RHAM Users [+]
- System Downtime on February 5th [+]
- Updated BAT for 64-Bit Operating Systems [+]
- System Maintenance Schedule [+]

Previous Announcements

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

Access and use of the system is monitored to ensure security of information contained within. Users of ARIMS should not assume any degree of privacy.

MANAGE APPROVALS

ORLs, Sponsorships, and Other Items Requiring Your Approval

ORL: ARIMS FY13 (Supply) (2013), Proposed by Carmon, Tracy

ORL: NCOER (2013), Proposed by Harrison, Robert

Role Escalation: Carl Allen Bush, WYE1D0(Records Manager)

Role Escalation: Gidget Ann Borst, W1TA06(Records Manager)

Unit Access Request: Alex Ramon Segura, WH4KAA (RM)

Unit Access Request: Kristel I

U.S.ARMY

HOME

SEARCH

UPLOAD

ORLs & FOLDERS

MANAGE

MY ACCOUNT

HELP

ADMIN

REPORTS

MANAGE > MANAGE ACCESS > USER ROLE CHANGE REQUEST

FAVORITES

Manage Access

Manage Approvals

Manage Sponsorships

Manage Office Symbols

Manage Hardcopy

Records Destruction

Records Requests

USER ROLE CHANGE

User Role Change Request | Unit Access Request

This screen allows the user to request a different role within a unit. The requestor will be notified of role approval or denial via email.

Note: Requests will be automatically denied after 30 days if no one has approved the request.

Units:

US AHS - W313AA

Current Role:

RRS-A System Administrator (RRSASA)

Request Role:

*

Reason for Request:

Submit

https://train.arims.army.mil/ARIMS/App/RIPS/Hardcopy/Transfer

Transfer to RHA

FAVORITES

Manage Access

TRANSFER TO RHA

Manage Approvals

Manage Sponsorships

Manage Office Symbols

Manage Hardcopy

Records Destruction

Records Requests

Transfer to RHA | Receive Hardcopy Records | Relocate

Select the Office Symbol and Office Records List for the folders to be transferred. Click the check box next to items that you wish to transfer. Click the Submit button go to the Create Box page.

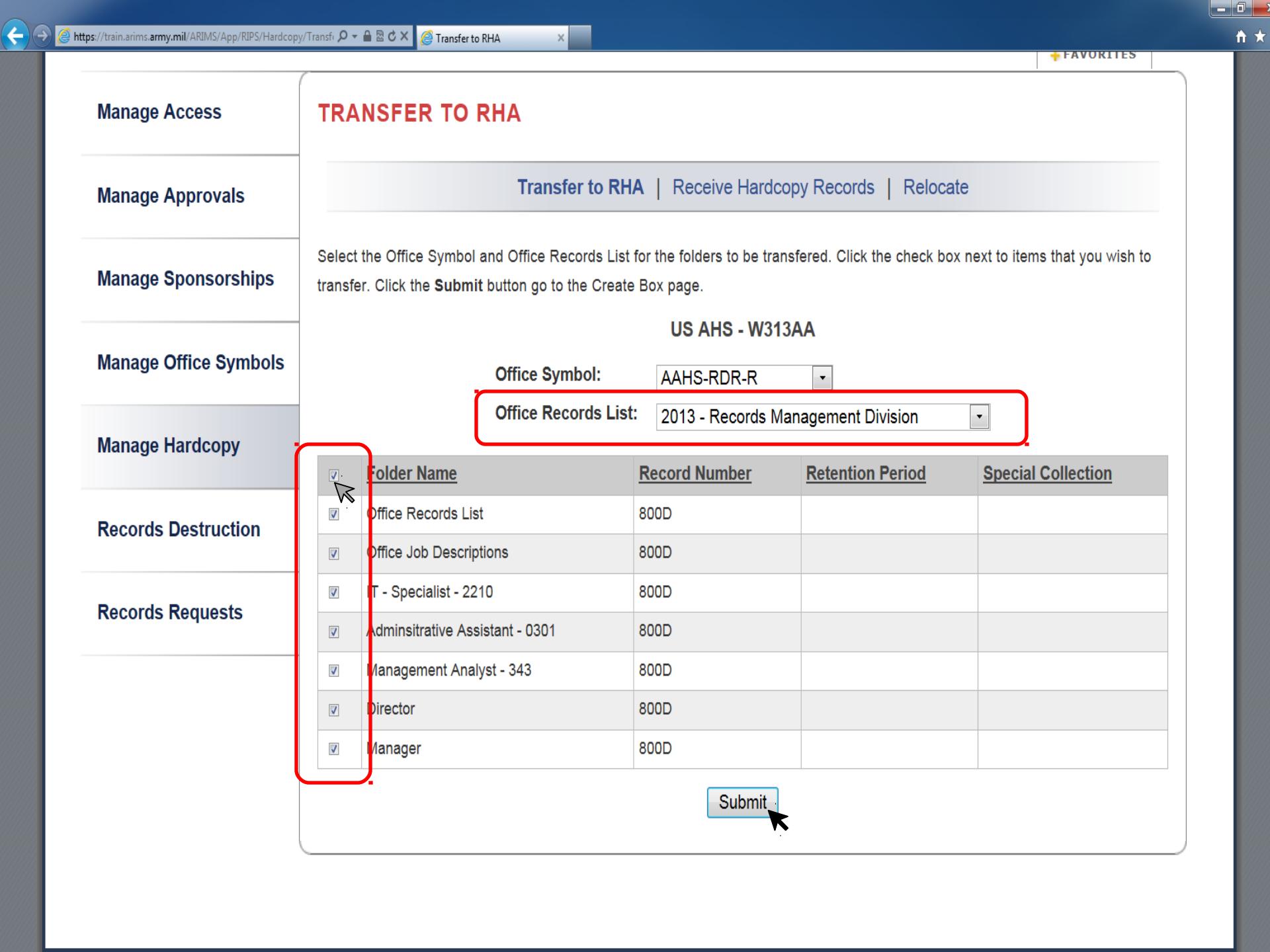
US AHS - W313AA

Office Symbol: AAHS-RDR-R

Office Records List: 2013 - Records Management Division

Folder Name	Record Number	Retention Period	Special Collection
Office Records List	800D		
Office Job Descriptions	800D		
T - Specialist - 2210	800D		
Administrative Assistant - 0301	800D		
Management Analyst - 343	800D		
Director	800D		
Manager	800D		

Submit



https://train.arims.army.mil/ARIMS/App/RIPS/Hardcopy/Transfer

Create a Box for Transfer H...

MANAGE > MANAGE HARDCOPY

+ FAVORITES

Manage Access

CREATE BOX BARCODE LABEL

Manage Approvals

Manage Sponsorships

Manage Office Symbols

Manage Hardcopy

Select the Description, Media Type, Restrictions, RHA, Storage Location, Disposition, and Container Type for the transfer. Click the Print SF-135 button and a pop-up will appear for printing the SF-135 form. When you have confirmed that the information is correct, sign the SF-135 and click the Close button. Click the Print Labels button and the Print Barcode Labels page appears. Make sure your printed labels are correct. If your labels did not print correctly, you may print them again before leaving the Print Barcode Labels page. If you have left the page you will not be able to reprint.

Manage Hardcopy

Records Destruction

Records Requests

Description: Administration and Houskeeping *

Media Type: Hardcopy *

Restrictions: Privacy Act *

Select RHA: Fort Belvoir-IMA-NE *

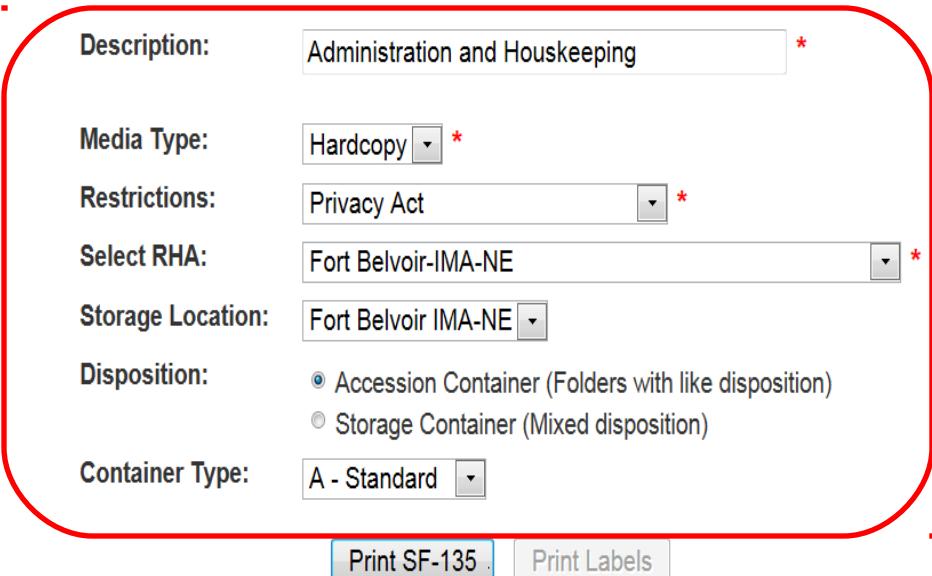
Storage Location: Fort Belvoir IMA-NE *

Disposition: Accession Container (Folders with like disposition)
 Storage Container (Mixed disposition)

Container Type: A - Standard *

Print SF-135

Print Labels



https://train.arims.army.mil/ARIMS/App/RIPS/Hardcopy/Transfer

Create a Box for Transfer H...

MANAGE > MANAGE HARDCOPY

+ FAVORITES

Manage Access

CREATE BOX BARCODE LABEL

Manage Approvals

Manage Sponsorships

Manage Office Symbols

Manage Hardcopy

Records Destruction

Records Requests

Select the Description, Media Type, Restrictions, RHA, Storage Location, Disposition, and Container Type for the transfer. Click the **Print SF-135** button to print the SF-135. Click the **Print Labels** button to print the barcode label.

Message from webpage

After printing the SF 135 you will be returned to this page to continue printing the barcode label.

OK

Restrictions: Privacy Act *

Select RHA: Fort Belvoir-IMA-NE *

Storage Location: Fort Belvoir IMA-NE

Disposition: Accession Container (Folders with like disposition)
 Storage Container (Mixed disposition)

Container Type: A - Standard

Print SF-135 Print Labels

Use Landscape mode for correct printing.

Print

Close

RECORDS TRANSMITTAL AND RECEIPT

Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records.

Page 1 Total Pages

1. TO (Complete the address for the records center serving your area as shown in 36 CFR 1228. 150.)

Fort Belvoir IMA-NE
Records Holding Area - Fort Belvoir, 10105 Gridley Road, Suite 100
Fort Belvoir, VA 22060

5. FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address)
W313AA

Mitchell Perry Mckiver
7701 Telegraph Road
VA 22315

2. AGENCY TRANSFER AUTHORIZATION

TRANSFERRING AGENCY OFFICIAL (Signature and title)

DATE

3. AGENCY CONTACT

TRANSFERRING AGENCY LIAISON OFFICIAL (name, office and telephone no.)

Mitchell Perry Mckiver
703-428-6321

4. RECORDS CENTER RECEIPT

RECORDS RECEIVED BY (Signature and title)

DATE

RECORDS DATA

ACCESSION NUMBER			VOLUME (cu. ft.) (d)	AGENCY BOX NUMBERS (e)	SERIES DESCRIPTION (with inclusive dates of records) (f)	RESTRICTION (g)	DISPOSAL AUTHORITY (Schedule & item number) (h)	DISPOSAL DATE (i)	COMPLETED BY RECORDS CENTER			
RG (a)	FY (b)	NUMBER (c)							LOCATION (j)	SHELF PLAN (k)	CONT TYPE (l)	AUTO DISP (m)
			3.020	1	Folder Title: Adminsitrative Assistant - 0301 File Name: Administration and Housekeeping 3/27/2013 11:12:58 AM - 3/27/2013 11:18:18 AM		800D 6+		Fort Belvoir IMA-NE	A		
			3.020	1	Folder Title: Director File Name: Administration and Housekeeping		800D 6+		Fort Belvoir IMA-NE	A		

https://train.arims.army.mil/ARIMS/App/RIPS/Hardcopy/Transfer

Create a Box for Transfer Ha... X ARIMS

MANAGE > MANAGE HARDCOPY

CREATE BOX BARCODE LABEL

Manage Access

Manage Approvals

Manage Sponsorships

Manage Office Symbols

Manage Hardcopy

Records Destruction

Records Requests

FAVORITES

Select the Description, Media Type, Restrictions, RHA, Storage Location, Disposition, and Container Type for the transfer. Click the **Print SF-135** button and a pop-up will appear for printing the SF-135 form. When you have confirmed that the information is correct, sign the SF-135 and click the **Close** button. Click the **Print Labels** button and the Print Barcode Labels page appears. Make sure your printed labels are correct. If your labels did not print correctly, you may print them again before leaving the Print Barcode Labels page. If you have left the page you will not be able to reprint.

Description: Administration and Housekeeping *

Media Type: Hardcopy *

Restrictions: Privacy Act *

Select RHA: Fort Belvoir-IMA-NE *

Storage Location: Fort Belvoir IMA-NE *

Disposition: Accession Container (Folders with like disposition)
 Storage Container (Mixed disposition)

Container Type: A - Standard *

Print SF-135 Print Labels

PRINT LABELS

This page shows the layout of the labels for your selected folders. The labels are formatted for 1"x4" labels, 20 to a sheet (Avery 5161 or equivalent). Note that the label borders shown on this page will not print, they are just there to aid in visualizing the label layout. When you click the "Print" button, a PDF file will be generated and displayed. From the PDF viewer, select the Printer icon to print your label pages. **Ensure that the Page Scaling option in the print window is set to "None" before clicking OK to print your labels.** Select a starting row greater than one to print on a partially used page of labels. After printing, check your labels. The format of the labels on this web browser screen may not exactly match how the labels will be formatted on your printer. If they did not print correctly, you may adjust settings and then print them again before leaving this page. If you have left the page you will not be able to reprint without reselecting your list of folders.

Use the Advanced Options button to indicate whether or not you want to show the ACRS Instruction Title and/or the User-entered Folder Name for the labels to be printed. Note: Folder titles are limited to the first two lines. Titles exceeding the two line limit will be cutoff and not display on the labels.

Start at Row #:

1

Administration and Houskeeping :

Hardcopy
Privacy Act



031242351027031346



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The Army Electronic Archive (AEA)



AEA Description

The AEA is a searchable archive that allows authorized users to retrieve, request access to, or request destruction of electronic records that have been uploaded into the AEA.



ARIMS TRAINING

Army Records Information Management System

[HOME](#) [SEARCH](#) [UPLOAD](#) [ORLs & FOLDERS](#) [MANAGE](#) [MY ACCOUNT](#) [HELP](#) [ADMIN](#) [REPORTS](#)

Welcome to ARIMS, Mitchell Mckiver. You Are Currently Logged In As: [Mitchell Mckiver, Unit: US AHS-W313AA](#)

MY FAVORITES

Your Most Used Pages and Functions

[My Profile / My Records Manager](#)[ARIMS PRODUCTION SITE](#)[EDIT YOUR FAVORITES](#)[SUBMIT A HELP DESK TICKET](#)

Alerts

25 ORLs need your approval.

Login Options

Unit Selection

Select Unit: Sign in As: [Go](#)

Announcements as of 02/15/2013

- [New & Improved Reports for RA, RM & RM-RHAM Users](#) [+]
- [System Downtime on February 5th](#) [+]
- [Updated BAT for 64-Bit Operating Systems](#) [+]
- [System Maintenance Schedule](#) [+]

Previous Announcements

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MANAGE APPROVALS

ORLs, Sponsorships, and Other Items Requiring Your Approval

ORL: 30th AG S4 (2013), Proposed by Gifford, Elijah

ORL: ARIMS FY13 (Supply) (2013), Proposed by Carmon, Tracy

Role Escalation: Carl Allen Bush, WYE1D0(Records Manager)

Role Escalation: Gidget Ann Borst, W1TA06(Records Manager)

Unit Access Request: Alex Ramon Segura, WH4KAA (RM)

Unit Access Request: Kristel I

https://train.arims.army.mil/ARIMS/App/MasterIndex/Search/Se ARIMS Home Search for Records - Master...

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

ARIMS TRAINING

Army Records Information Management System

U.S.ARMY

HOME SEARCH UPLOAD ORLs & FOLDERS MANAGE MY ACCOUNT HELP ADMIN REPORTS

SEARCH > SEARCH FOR RECORDS > SEARCH FOR RECORDS

+ FAVORITES

Search ACRS

Search Crosswalk

Search for Records

Admin Search

List / Export

RECORDS SEARCH — FIND RECORDS IN THE ARIMS MASTER INDEX

You may search using any combination of the fields below. If no text is entered in the Subject field, the folder and document check boxes are ignored. If text is entered in the Subject field, the folder and document check boxes are included together. All other fields are integrated when text is entered. If Record Type is used and the All check box is not checked, you cannot search on the Event and Calendar, nor the Permanent and Time-based options at the same time. If the Date Submitted Range is used, it must contain a beginning date, but the ending date is optional. You cannot enter an ending date without a beginning date.

ACOM/ASCC/DRU: HQDA

Unit: US AHS - W313AA

Office Symbol: All

Record Media Type: [What's this?](#)

All Records Electronic Records Hardcopy Records

Search In: Folder Document Subject: All of the words entered

Keyword(s): All of the words entered

Record Number:

Special Collection:

https://train.arims.army.mil/ARIMS/App/MasterIndex/Search/Se Search for Records - Master...

Admin Search

ACOM/ASCC/DRU: HQDA
Unit: US AHS - W313AA
Office Symbol: AAHS-RDR-R *

Record Media Type: What's this?
 All Records Electronic Records Hardcopy Records

Search In: Folder Document Subject: Housekeeping All of the words entered

Keyword(s): Housekeeping All of the words entered

Record Number: 1-1c

Special Collection: OPERATION DESERT SHIELD

Vital Records: No Yes

Date Submitted Range: 10/22/1962 through: 10/22/2013 (mm/dd/yyyy)

2011 & Earlier Criteria

Record Instruction Category: 1 - ADMINISTRATION

Record Instruction Title: Annual Funding program All of the words entered

Record Type: What's this? Event Calendar Permanent Time Based All

Privacy Act Number: A0870-5DAMH

Disposition Authority: NC1-AU-76-59

Prescribing Directive: AR 70-2

2012+ Criteria

Record Series: 200 - Installation Management and Field Organizations

Sub-series: 200B - Religious Activities, Cemeteries

Duration: 6+ ?

Privacy Act Number: NA Yes

Submit Search

https://train.arims.army.mil/ARIMS/App/MasterIndex/Search/Se

Master Index Search Results

Master Index Search Results

Search ACRS

MASTER INDEX SEARCH RESULTS

Return to Search Criteria

Apply Global Freeze Code

Lift Global Freeze Code

Search Crosswalk

Search for Records

Admin Search

List / Export

<input checked="" type="checkbox"/> Folder Title	Created By	Created Date	Record Type	Status	Freeze Code(s)
<input checked="" type="checkbox"/> Administrative Assistant - 0301	mitchell.mckiver	11/6/2013 11:17:46 AM	Hardcopy	Checked In	Show
<input checked="" type="checkbox"/> Director	mitchell.mckiver	11/6/2013 11:22:14 AM	Hardcopy	Checked In	Show
IS Attempted Intrusions	mitchell.mckiver	7/24/2013 8:26:57 AM	Electronic	Opened	Show
IS Attempted Intrusions	mitchell.mckiver	7/29/2013 11:55:50 AM	Electronic	Opened	Show
IS Suspected Intrusions	mitchell.mckiver	7/24/2013 8:26:57 AM	Electronic	Opened	Show
IS Suspected Intrusions	mitchell.mckiver	7/29/2013 11:55:50 AM	Electronic	Opened	Show
Management Analyst - 342	mitchell.mckiver	11/6/2013 11:22:14 AM	Hardcopy	Checked Out	Show
Manager	mitchell.mckiver	11/6/2013 11:22:14 AM	Hardcopy	Checked Out	Show
Office Job Descriptions	mitchell.mckiver	11/6/2013 11:22:14 AM	Hardcopy	Checked Out	Show
Office Records List	mitchell.mckiver	11/6/2013 11:22:52 AM	Hardcopy	Checked Out	Show
Resource Management	mitchell.mckiver	11/6/2013 11:24:08 AM	Hardcopy	Checked Out	Show
<input checked="" type="checkbox"/> Successful Intrusions	mitchell.mckiver	7/24/2013 8:26:57 AM	Electronic	Opened	Show
<input checked="" type="checkbox"/> Successful Intrusions	mitchell.mckiver	7/29/2013 11:55:51 AM	Electronic	Opened	Show
T - Specialist - 2210	mitchell.mckiver	11/6/2013 11:22:14 AM	Hardcopy	Checked Out	Show
Un-successful Intrusions	mitchell.mckiver	7/24/2013 8:26:57 AM	Electronic	Opened	Show
Un-successful Intrusions	mitchell.mckiver	7/29/2013 11:55:51 AM	Electronic	Opened	Show

Request Folders

https://train.arims.army.mil/ARIMS/App/MasterIndex/Requests/

Search ACRS

Search Crosswalk

Search for Records

Admin Search

List / Export

SUBMIT RECORDS REQUEST

Use this screen to submit a records access request. Select the request type and priority then click **Request Records**. You may also specify a date after which this request would become invalid. If no date is specified, the request will sit in the queue until it is approved or denied.

Request Type: *

Request Priority: *

Expiration Date:

Description:

Hardcopy records request.

Cancel Request **Request Records**

You may remove items from the request using the table below. Select the items that you do not want and click **Delete Selected Records from Request**.

<input type="checkbox"/>	<u>Record Subject</u>	<u>Owner</u>	<u>Creation Date</u>	<u>Record Type</u>
<input type="checkbox"/>	Administrative Assistant - 0301	Mitchell Mckiver	11/6/2013 11:17:46 AM	Hardcopy
<input type="checkbox"/>	Director	Mitchell Mckiver	11/6/2013 11:22:14 AM	Hardcopy

Delete Selected Records from Request

https://train.arims.army.mil/ARIMS/App/MasterIndex/Search/VI

ARIMS Home

Master Index Search Results

Folder Details

FOLDER DETAILS

This screen allows you to view folder details, edit folder details, create an AO folder for a hard copy folder, print barcode labels for an AO folder and edit AO folder details.

[Create AO Folder](#) [Close Folder](#) [Close Detailed View](#)

Folder Title:	IS Suspected Intrusions
Record Type:	Electronic
Location:	NA
RHA:	CFA
UIC:	W313AA
Unit Name:	US AHS
Office Symbol:	AAHS-RDR-R
Record Number:	400B
Retention Period:	30
ACRS Record Title:	Information Management, Military Publications
Disposition Authority Number:	None
Prescribing Directive Number:	None
Created by:	Mitchell Mckiver
Create Date:	3/19/2013 2:44:44 PM
Close Date:	Not Closed
Privacy Act:	Y
Special Collection:	
Vital Record:	No

No freeze codes have been assigned to the above folder.

[Edit Folder Details](#)

Subject	Format	Date Filed or Email Sent	Author
IS Suspected Intrusions - Feb 2013.docx	Word	3/25/2013 11:43:15 AM	Mitchell P. Mckiver
IS Suspected Intrusions - Jan 2013.docx	Word	3/25/2013 11:43:16 AM	Mitchell P. Mckiver

Click on the hyperlink to view electronic the record



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QUESTIONS



Summary

- ACRS simplifies the record number search process
- Creating ORLs process remains unchanged
- Prerequisites for running the BAT:
 - An Approved ORL
 - Creation of electronic folders
- After running the BAT, documents may take up to 24 hours to appear in the ARIMS Master Index, however, they are immediately available via the List Folders function.